Mr. Tolson

THE DIRECTOR

Executives Conference

January 3, 1946
DM:lea

Recording of Loot

At a meeting of the Executives Conference on January 2, 1946, attended by Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Morgan and Ladd, the Conference was advised that in the past in reporting loot from bank burglary and bank robbery cases nonnegotiable instruments were not recorded; that, likewise, in connection with the recovery of such nonnegotiable securities, the Crime Statistics Section did not record these as recovered items.

It was pointed out to the Conference that, at the present time, the various banks are in possession of a large number of U. S. War Savings Bonds which are nonnegotiable in character. It was suggested to the Conference that in the future the Crime Statistics Section should record any such U. S. War Savings Bonds taken during the course of a bank robbery or burglary as loot and that their recovery should be recorded in the statistical accomplishments of the Bureau, even though such bonds are nonnegotiable in character.

The Conference unanimously approved this recommendation. In the event you approve the action of the Conference, the Crime Statistics Section will be appropriately advised, in order that such statistics will be recorded in the future.

OK
D.

Respectfully,
For the Conference

Clyde A. Tolson

Edward A. Tamm

cc Mr. Clegg

Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JAN 8 - 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE ~~CONFIDENTIAL~~ 1/4/46

Spanish translation of loyalty

The Executive Conference on January 3, 1946 considered the suggestion of Legal Attache Clarence W. Moore that the quotation or chart entitled "Loyalty" by Elbert Hubbard be translated into Portuguese and Spanish to be available to the Legal Attaches or the Director for distribution [among our South American contacts.] It was felt that 100 small size Spanish copies suitable for desk ornaments and 100 large size Spanish copies suitable for framing and placing on the wall, together with 25 copies of each size in Portuguese, would be sufficient at the outset.

Mr. Tolson and Mr. Hendon were vigorously opposed to the printing or distribution of this quotation in any foreign language. They were of the opinion that there was no justification for the expenditure of our funds for such a purpose, that the quotation is a public one not identified in any way with the Bureau and available to anyone who desires it.

The remainder of the Conference consisting of Messrs. Tamm, Glavin, Tracy, Harbo, Morgan and Rosen recommends that such a chart be prepared. [They feel that this is a cheap way to gain the cooperation of contacts in the SIS field and pointed out particularly that the very nature of the South American people made them appreciative of gifts of this type.]

If the majority viewpoint is approved, it is believed that the translations submitted should be carefully checked by appropriate Bureau contacts to make certain that they are accurate.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg

MCH:DW

66-2554-4354

RECORDED & INDEXED

~~CONFIDENTIAL~~

EX-147

JAN 8 - 1946

THE DIRECTOR

Executives Conference

January 3, 1946
Miller

At a meeting of the Executives Conference on January 3, 1946, the following being present: Messrs. Tolson, E. A. Tamm, Glavin, Herbo, Hendon, Nichols, Tracy, Morgan, Rosen and Ladd, the offer of Chief of Police Whitey Hendricks of MGM Studio to make available to the Bureau a complete film of the strike at Warner Brothers Studio was taken up. It was pointed out to the Conference that Chief of Police Hendricks would have to contact top officials in the MGM Studios to secure approval to release this film to the Bureau; and that there might be a danger, should it become known that the Bureau had such film for training purposes, that the press and others might criticize the Bureau for studying methods of strike breaking. It was not felt that the film would serve any practical purpose to the Bureau, and it was therefore recommended that no action be taken to secure this film.

Respectfully,
For the Conference

Clyde A. Tolson

Edward A. Tamm

OK

cc Mr. Clegg

Mr. Hendon

Miller

66-2554-4355

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37 JAN 5 1946

323013

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DATE 8/19/92 BY

EX-147

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

50 JAN 8 - 1946

LDK:bs

The Director

The Executive Conference

January 3, 1946

The Executive Conference consisting of Messrs. Tolson, Rosen, Ladd, Morgan, Harbo, Tracy, Glavin, and Nichols considered Mr. Jones' suggestion that all outgoing letters carry an indication as to whose attention the incoming letter should be directed.

It was the unanimous recommendation of the Conference that no change be made in the present procedure.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Hendon
Mr. Clegg

LBN:bs

RECORDED & INDEXED

66-2551-4357

F B I

30 JAN 1946

EX-147

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

50 JAN 8 - 1946

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DATE 8/19/92 BY

THE DIRECTOR

THE EXECUTIVE CONFERENCE

January 5, 1946

The Executive Conference of December 27, 1945, consisting of Messrs. E. A. Tamm, Nichols, Ladd, Tracy, Harbo, Morgan, Hendon and Glavin considered the problem of compensatory leave.

Glavin pointed out to the Conference that we have recurring problems in compensatory leave especially with Special Agents in the Field, the most recent problem arising in Springfield, Illinois, in connection with the case entitled "Unknown Subject; Thora Chamberlain, Victim; Kidnaping - Missing Person." The Conference was advised that a number of Agents of the Springfield Office performed work on Saturday and Sunday - November 24th and 25th - and also performed additional work on other days between November 20th and 29th in connection with the aforementioned case; and that the inquiry had been raised by certain of the Agents at Springfield as to the compensatory leave which should be granted to each of these Agents, certain of the Agents requesting information as to whether they would be granted hour-for-hour or just day-for-day on a leave basis. It was further pointed out to the Conference at the time this matter was taken up, when inquiry was made in the Bureau concerning the granting of compensatory leave, Glavin instructed SAC Drayton to allow hour-for-hour compensatory leave earned.

Glavin pointed out to the Conference that it is becoming more difficult to handle these compensatory leave problems and felt that it might be desirable to broach the subject to the Attorney General to ascertain whether payment could be made for work performed over the regular 40-hour week. It was further pointed out that if such an arrangement were made, undoubtedly there would be more overtime performed than at present; and the Bureau's appropriation would be further burdened with these excess charges.

The Conference did not feel at the present time that there should be any request for payment of overtime services for work performed in excess of 40 hours a week; that it be continued to be handled on a compensatory basis.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

COPY:KG

1-4-46

SAC, NEW ORLEANS

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

MASTER ASSIGNMENT CARD BOX

Consistent with your letter of December 20, 1945 this is to advise that authority is hereby extended for your office to continue employing the Master Assignment Card Box.

EPM:PJ Approved by Executives' Conference 1/2/46, Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Ladd, Rosen and Morgan being in attendance.

Communications Section
Mailed - 1/4/46 PM

INITIALS ON ORIGINAL - 18

2. That the name of Commissioner Mackay be added to the Bureau's mailing list so that he may receive future issues of the Uniform Crime Reports as indicated in the attached letter to him.

3. In the event the foregoing recommendations are accepted, the letter attached transmitting the various publications in this memorandum should go forward to Commissioner Mackay.

12/13/45 - The advisability of accepting a man from the New South Wales PD to attend the FBI NA was approved by the Executives' Conference on 12/13/45, Messrs. Rosen, Ladd, Tracy, Harbo and Morgan in attendance. EPM

OK
H

THE DIRECTOR 1/10/46

THE EXECUTIVE CONFERENCE

In connection with a bribery case, Mr. Hendon recently conferred with Assistant United States Attorney Joseph Hildenberger of Philadelphia. In the bribery case after the subject had received a pay-off of $1,000 at a third party's home, it was expected that he would proceed to a hotel where a split of the funds would be made with another subject. While he was under surveillance, however, instead of proceeding to the hotel he proceeded toward his home and the Agents took him into custody. At a later time when he was permitted to make a contact and an appointment with the second subject, the latter individual refused to accept the envelope containing the $1,000. As a result it was impossible to tie the second subject into the case.

Mr. Hildenberger suggested that in cases of this type it would be well for the Bureau to maintain counterfeit money in the various field offices. He said it would then not be necessary for Agents to make immediate arrests after passage of the pay-off money to subjects since the protection of money belonging to someone else would not be involved. He said he felt that in instant case it might well have been possible to permit the subject to enter his home and to be surveilled therefrom to a possible meeting with the second subject. If he did not keep such an appointment, it might have been advisable to permit him to pass some of the money and to make the arrest in due time. He suggested as an alternative to counterfeit money that the Bureau itself might furnish the cash to be utilized on pay-offs of this type with an understanding that all or a portion thereof might be lost through not making an immediate arrest.

The Conference composed of Messrs. Clavin, Tracy, Hendon, Nichols, Ladd and Long considered this suggestion and unanimously recommends that it not be adopted. The Conference pointed out that to use counterfeit money for such a purpose would undoubtedly be very objectionable to the Secret Service Division of the Treasury Department with which the problem would have to be cleared. The Secret Service could well object that the FBI was making it possible to put into circulation counterfeit United States currency.

The Conference further felt that if the FBI itself furnished good cash for this purpose, the question of entrapment could always be raised and would result in embarrassment. In addition the Conference felt that the subject in instant case was properly taken into custody shortly after the money was passed to him and before he was given an

Mr. Tolson
Mr. B. A. Tamm
Mr. Clegg
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Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

#323013

66-2554-4366

13 JAN 14 1946

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/19/92 BY

ECH:DW

56 JAN 17 1946

opportunity to dispose of it. The Conference pointed out that it is usual in these cases that a subject in soliciting a bribe makes some excuse to the effect that he is merely to pass it on to some third party which may or may not be true and from the investigative standpoint it is better to take the man into custody at the outset rather than to permit him to dispose of the money in any way.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

IN REPLY, PLEASE REFER TO
FILE NUMBER

STRICTLY CONFIDENTIAL

January 2, 1946

BUREAU BULLETIN NO. 1
Series 1946

(A) WAR LABOR DISPUTES ACT. -- With respect to the War Labor Disputes Act Program the Criminal Division of the Department of Justice has now advised the Bureau that in view of the fact most war industries have reconverted to civilian production since the cessation of hostilities, it will no longer be necessary for the Bureau to furnish any information to the Department concerning strikes or other labor disturbances. The Criminal Division further informed that in the event the Department at a future date desires to be advised concerning any labor matter, a specific request for such information will be made of the Bureau.

In view of the new policy announced by the Department, no further information need be furnished to the Bureau under the character "Sabotage" relative to any labor disturbance.

#323013 Spec/Bce 8/19/92
DECLASSIFIED BY SP8 BTS/mlm
ON 3-25-83

STRIKES OR OTHER LABOR DISTURBANCES WHICH ARE STILL OF INTEREST TO THE BUREAU

The Bureau is still interested in receiving information with respect to labor disturbances which involve:

1. Actual or impending strikes or other labor disturbances which appear to be Communist inspired or promoted.

2. Actual or impending strikes or other labor disturbances which involve racial agitation.

Instructions relative to the submission of information concerning these two types of labor disturbances are set out below.

COMMUNIST INFILTRATION OF LABOR ORGANIZATIONS

In connection with the Bureau's investigations in this field, the submission of information concerning actual or impending strikes or other labor disturbances which are Communist inspired or promoted and which involve a labor organization under authorized inquiry is a necessary part of this type of case. The Bureau should be advised by teletype when the Communist Party or individual Communist trade unionists appear to be instigating or actually promoting a major strike. Current information regarding the important developments in the strike and the part being played by Communist groups in the disturbance should be promptly submitted up to and including termination of the work stoppage. Material in these circumstances should be forwarded under the caption "Communist Infiltration of (the labor group involved), Internal Security - C". 66-2554

In accordance with the Bureau's long standing policy in cases dealing with trade unions, no active inquiries of a strike situation should be made unless the labor organization involved is the subject of an authorized Communist infiltration investigation. It is also again stressed that your inquiries regarding an

NOT RECORDED

ORIGINAL FILED IN 66-03-716

~~5 APR 2 1946~~ 57

MAR 7 1956

~~66-03-716~~

MAR 7 1956

impending or actual strike by unions under authorized investigation must be extremely discreet and must be confined to contacts with informants and sources of information whose reliability is assured.

FOREIGN INSPIRED AGITATION AMONG THE AMERICAN NEGROES - INTERNAL SECURITY OR (RACON)

Information regarding actual or impending strikes or other labor disturbances which involve racial agitation in the future should be reported in connection with the Bureau's program of following racial conditions in the various field divisions. This bulletin is no wise amends or changes instructions which have previously been issued with respect to the handling of information received in connection with this program.

POSSIBLE VIOLATIONS OF THE WAR LABOR DISPUTES ACT

The above instructions do not in any way reduce the Bureau's responsibility under the War Labor Disputes Act and all information received in the field concerning possible violations of this act should be promptly reported to the Bureau by teletype in accordance with instructions set forth in Section 4F of the National Defense Manual, pages 30-36 inclusive.

(B) NATIONAL STOLEN PROPERTY ACT - INVESTIGATIONS. -- The Bureau desires that in all thefts and burglaries involving jewelry or securities valued in excess of $50,000.00, the proper field office maintain close and intimate contact with the local authorities conducting the investigation in order that any information indicating a possible Federal violation will immediately come to the Bureau's attention. It is not desired that the Bureau publicly or in the eyes of local law enforcement agencies accept the primary responsibility for investigations of this kind unless and until there is some positive showing of a violation of a Federal Statute within the Bureau's jurisdiction. It is not believed possible or practical, however, for the Bureau to successfully enter a case of this kind a considerable period of time after the initial theft or burglary has occurred. It will be required, therefore, that each Special Agent in Charge properly arrange to maintain the closest possible liaison with local authorities in cases of this kind, so that if and when the Bureau enters a case, it will have all of the necessary background, information and data to permit prompt and efficient development of the facts relating to the Federal violation.

In thefts or burglaries in which the value of jewelry, securities or other merchandise is less than $50,000.00, appropriate consideration should be given, of course, to the possibility that a potential violation of the National Stolen Property Act may be disclosed and, of course, proper liaison should be maintained with the local authorities in accord with the Bureau's previous instructions. The purpose of this bulletin, however, is to emphasize the fact that in

cases in which the value of the stolen material is in excess of $50,000.00, special consideration should be given to the possibilities of a possible violation within the Bureau's jurisdiction.

Very truly yours,

John Edgar Hoover

Director

THE DIRECTOR

THE EXECUTIVE CONFERENCE

January 5, 1946

The Executive Conference of January 4, 1946, consisting of Messrs. Tolson, Ladd, Rosen, Hendon, Tracy, Harbo, Nichols, and Glavin considered a request by the Special Agent in Charge at New Orleans concerning 24-hour duty for that office.

It was pointed out to the Conference that there is considerable activity in the New Orleans Office after midnight; and the Special Agent in Charge pointed out that during the month of September, there were 29 calls received after midnight and on several nights 3 calls were received between midnight and 8:00 A.M.; that during the month of October, 34 such calls were received and as many as 4 calls being received in one night; that during the month of November, 33 such calls were received, 4 being received in one night; and that during the first 11 days of December, 13 calls were received after midnight.

SAC Weeks pointed out that he has not been in New Orleans a sufficient period of time to have the appropriate connections made with his home phone; however, the Supervisor who is receiving the calls is getting very little rest. Weeks, therefore, recommended that an additional clerk be appointed in order to keep the office open from midnight to 8:00 A.M.

The Conference recommends approval of the request of the Special Agent in Charge at New Orleans. Should the Director approve the recommendation of the Conference, steps will be taken to furnish the New Orleans Office with an additional clerk so that that office will be open 24 hours daily.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

#223613

RECORDED & INDEXED

66-3534-4367

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

3 JAN 17 1946

WRG:val

HMM:FM

THE DIRECTOR

January 9, 1946

A. Rosen

DESERTERS - ESCAPED MILITARY AND NAVAL PRISONERS

Under Bureau Bulletin No. 68, Series 1945 the field is authorized to accept cases for immediate investigation involving escapees from U. S. Disciplinary Barracks and Naval prisons. Since the issuance of this bulletin arrangements have been made with the approval of the War Department to accept cases in the field involving escapees from Army Rehabilitation Centers. These centers are correctional institutions and are identical in every way with U. S. Disciplinary Barracks except that the inmates are those whom the Army feels can be rehabilitated and should not be subjected to the strict discipline of the U. S. Disciplinary Barracks. It is also believed desirable, in view of our experiences with these cases, to emphasize to the field that the acceptance of these cases is restricted to escapees from certain institutions.

ACTION RECOMMENDED

It is recommended that the attached Bureau Bulletin advising the field that cases may now be accepted from Rehabilitation Centers and emphasizing the restrictions on these cases be issued.

Attachment

ADDENDUM: The Executive Conference approved the attached Bulletin on January 10, 1946, with Messrs. Glavin, Harbo, Tracy, Nichols, Hendon, Ladd and Rosen in attendance.

#323013

RECORDED

66-2554-4369

O.K.
H.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
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Miss Gandy

EX-96

56 JAN 17 1946

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THE DIRECTOR

THE EXECUTIVE CONFERENCE

January 15, 1946

The Executive Conference of January 14, 1946, consisting of Messrs. Tolson, Rosen, Hendon, Ladd, Clegg, Nichols, Harbo, Tracy and Glavin considered a suggestion submitted by Miss Johanna Auerswald of the Files Section pertaining to leave record cards.

Miss Auerswald suggested that leave record cards be maintained for a period of six months or one year in the Leave Section of the Chief Clerk's Office, at the end of which time they be destroyed. She points out that at the present time leave record cards are sent to the Personnel Records Section from the Chief Clerk's Office two months after the date of an employee's resignation, and they are then filed in the individual personnel file of the former employee.

Mr. Walkart suggested that leave record cards be maintained for a reasonable period of time; and that in the event there is not sufficient space in the Leave Section of the Chief Clerk's Office to maintain these leave record cards for a period of six months or one year available space could be located on the eighth floor.

EX-30 RECORDED 66-2004-4372

Glavin pointed out to the Conference that the Leave Regulations as approved by Congress provide that when an employee is appointed, reappointed or transferred without a break in service from a permanent or indefinite position to a temporary position, his leave account shall be disposed of in certain ways, among those being that the leave record be transmitted to another agency at a later date where the former employee may have secured employment. Frequent inquiries are received from agencies who are considering a former Bureau employee as to the amount of leave he took while in our employ. It has also been the policy to consider the amount of leave taken in approving requests for reinstatement. It is also necessary to recredit any leave of an employee who returns to active service after a war transfer.

Glavin pointed out that the Leave Clerk recommends that leave records continue to be filed in the personnel file of former employees since they are of the same value as any other permanent record kept on Bureau personnel. It was further pointed out that it would be necessary also to secure approval of Archives before any disposal of such records could be made.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

WRG:val

JAN 18 1946

#323,013

Glavin advised the Conference that these records have been particularly helpful over a long period of time; and in view of the present leave regulations which make even more necessary the maintenance of a very accurate leave record on former employees, it would be to the advantage of the Bureau to maintain these records as they are maintained at the present time.

The Conference recommended, therefore, that the leave record cards continue to be maintained in the same manner as they are now. Should the Director approve, the attached communication should go forward to Miss Auerswald.

Respectfully submitted,
FOR THE CONFERENCE

OK
V

Clyde Tolson

E. A. Tamm

Attachment

CC - Mr. Clegg
Mr. Hendon

THE DIRECTOR

1/16/46

THE EXECUTIVES' CONFERENCE

SPEAKERS FOR CURRENT SESSION OF FBINA GRADUATION EXERCISES

The Executives' Conference on January 11, 1946, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Harbo, Ladd, Rosen, Hendon and Clegg, considered the matter of speakers for the graduation of the current session of the FBI National Academy on Friday March 29, 1946.

The Conference unanimously recommended that invitations be extended for two speakers in the order named:

1. Former Governor Harold Stassen of Minnesota
2. Henry Ford, ~~Sr.~~, II, the President of Ford Motor Company
3. Justice Harold H. Burton, U. S. Supreme Court
4. Mr. Paul Smith of the San Francisco Chronicle

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

EX-30

RECORDED
INDEXED

166-2004-4373

HHC:PJ

323013

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DATE 8/19/92 BY

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

58 JAN 18 1946

① Espionage Inquiry

Tulare Defense Council
Tulare, California

RECORDED & INDEXED

66-2507-4374

FEDERAL BUREAU OF INVESTIGATION
JAN 1 1946
U.S. DEPARTMENT OF JUSTICE

58 JAN 29 1946

#323013

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HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY

ORIGINAL COPY FILED IN

[illegible] School of Investigation

[illegible] Dated January 4, 1946 covering forth a [illegible] This school is approved and the following [illegible] to handle the purpose indicated:

[illegible]	January [illegible], 1946	9-12 Noon 1-5 PM SA W. H. Gudge, Los Angeles
[illegible]	January [illegible], 1946	9-12 Noon 1-5 PM SA W. H. Gudge
[illegible]	January 30, 1946	9-12 Noon 1-5 PM SA W. H. Gudge
Firearms Training	January 31, 1946 and February 1	9-12 Noon 1-5 PM SA W. H. Gudge
Fingerprinting, Photo and Identification of Persons	February 4, 1946	2-5 PM 7-9 PM SA T. J. Kellogg, Los Angeles
Taking Fingerprinting, Photo and Witnesses and Inspection of Photo Film	February 5, 1946	2-5 PM 7-9 PM SA T. J. Kellogg
Further Search Searches, Organization and Records	February 6, 1946	2-5 PM 7-9 PM SA T. J. Kellogg
Collection, Identification Use and Preservation of Evidence, Photographs of Evidence	February 7, 1946	2-5 PM 7-9 PM SA W. H. Smith, Los Angeles
Testimony and Conduct Demonstration	February 8, 1946	2-5 PM 7-9 PM SA W. H. Smith

Reference letter did not clearly indicate whether the instruction to be [illegible] would be for a period of seven straight hours each day or [illegible] the first half to one group of officers and the last half to a different group of officers. The San Diego Office should immediately advise the Los Angeles Office [illegible]

JAN 10 1946

[illegible] - Direct [illegible]

[illegible]

SA M. E. Coulter - Los Angeles - Armed

SA [illegible] J. Kellogg - Los Angeles - Armed

SA [illegible] E. Smith - Los Angeles - Armed

M. A. Jones - Crime Records

[illegible]

(On the recommendation of the Executives' Conference, December 17, 1945, the Director approved the actual supervision of firearms training by qualified Bureau firearms experts on an experimental basis in a few schools. SA M. E. Coulter was a firearms instructor at Quantico and is capable of handling this assignment.)

LE:hmm

Indexed
Filed
Clerk
Conroy
Gavin
Tamm
Nichols
Rosen
Tracy
Carson
Coffey
Mohr
Tamm
Quinn Tamm
Quinn Tamm
Nease
Gandy

THE DIRECTOR

THE EXECUTIVE CONFERENCE

January 15, 1946

The Executive Conference of January 9, 1946, consisting of Messrs. Ladd, Nichols, Long, Hendon, Tracy and Glavin considered a suggestion submitted by the Special Agent in Charge at Albany, received from Special Agent Orrell A. York of that office, to the effect that a copy of the Territorial Allocation List be placed inside the cover of the Postal Guide so that an Agent or Stenographer desiring to look up information on a lead can complete the transaction in one motion without having to look up the matter first in the Postal Guide and then in a Territorial Allocation List.

The Conference is opposed to the adoption of this suggestion, it being pointed out that to prepare such Territorial Allocation Lists, we would have to secure an off-size paper; and we would have to reprint all of the Territorial Allocation Lists so that it would fit inside the Postal Guide. At the present time the regular size Territorial Allocation Lists are in possession of each Field Office and are available to the stenographer, clerical and Special Agent employees. It is not felt that any undue hardship is caused by not having an off-size Territorial Allocation List which would be placed in the Postal Guide. As a matter of fact, the List could be maintained by the various stenographers in the same space where the Postal Guide is maintained.

Should the Director approve the Conference recommendation, the attached communication should go forward to Special Agent York in connection with this matter.

Respectfully submitted,
FOR THE CONFERENCE

RECORDED & INDEXED 146-2534-4315

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

50 JAN 21 1946

Attachment

cc - Mr. Clegg
Mr. Hendon

WRG:val

#323013

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DATE 8/19/92 BY SPSW/bcw

THE DIRECTOR

THE EXECUTIVE CONFERENCE

January 5, 1946

The Executive Conference of January 4, 1946, consisting of Messrs. Tolson, Ladd, Rosen, Hendon, Tracy, Harbo, Nichols and Glavin considered a suggested letter to all Special Agents in Charge concerning the reinstatement of Bureau personnel, advising the SACs that a photograph appropriate for preparing credentials be forwarded to the Bureau immediately after the reinstatement of any employee who had a credential card at the time the employee was placed on leave or resigned.

This request is going forward to the Field due to the fact that Special Agents and others who had credential cards are returning to active duty at the present time and there is a delay in issuing appropriate credentials due to the fact that photographs are not being forwarded to the Bureau promptly by the Field Offices.

The Conference approved the transmission of the attached letter to the Field.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

OK. H.

Attachment

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

WRG:val

RECORDED & INDEXED

173

43716

323013

OJK:VH

The Director

A. Rosen

January 10, 1946

SUGGESTED BUREAU BULLETIN
REGARDING - REWARDS TO CIVIL OFFICERS

#323013
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY Spsc/bc

In view of the difficulties experienced by local officers and the general misunderstandings which have resulted with regard to rewards paid for the apprehension of deserters, there is attached hereto a suggested Bureau Bulletin supplementing prior instructions with regard to rewards to civil officers contained in Bureau Bulletin No. 16, Series 1945, Section D, dated February 21, 1945, and in Bureau Bulletin No. 39, Series 1945, Section A, dated June 27, 1945.

BACKGROUND

At the institution of the deserter program, all offices were advised of the regulations of the Armed Services concerning the payment of rewards to civil officers for the apprehension and return of deserters. It has been found in practice, however, that the applicable regulations have received many interpretations by local representatives of the Armed Services in the field, by local law enforcement officers who have assisted Bureau Agents in apprehending deserters, and by Bureau Agents themselves. In addition, these regulations have received official interpretations by the offices of the Judge Advocate General of the Army and Navy, which modify or explain the manner of their application in individual cases.

As a consequence, many local officers who have assisted the Bureau in the apprehension of deserters have experienced difficulty in collecting rewards which they feel are properly due them. In some instances, rewards have not been paid due to failure to conform with certain technicalities where they might have been paid if Agents had been in a position to provide proper guidance to local officers. Difficulties of this kind have been particularly frequent in Navy cases due to the opposition of some Naval personnel in the field to the payment of rewards since such rewards are deducted from the deserters' pay.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED 66-2551-4377 NOT RECORDED
85 JAN 21 1946

56 JAN 22 1946

INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-2551-4377

The Director

PROPOSED BULLETIN

The attached bulletin covers the points where difficulties have been most frequently experienced in the field and is the result of a lengthy study made by the Deserter Desk of the nature of these problems and the proper procedures by which they might be eliminated.

Issuance of these general instructions will eliminate dozens of letters each week presently received from the field concerning these questions. It has been noted that the same questions repeatedly arise in various field office territories.

The pertinent sections of this bulletin have been carefully checked by the proper representatives of each branch of the Armed Services.

ACTION RECOMMENDED

It is recommended that the attached Bureau Bulletin be issued to the field.

ADDENDUM: Approved by Executive Conference on 1-10-46 with Messrs. Glavin, Tracy, Harbo, Hendon, Nichols, Ladd and Rosen in attendance.

OK H

THE DIRECTOR

THE EXECUTIVE CONFERENCE

January 18, 1946

The Conference, consisting of Messrs. Tolson, Glavin, Tracy, Clegg, Ladd, Rosen, and Harbo, considered the request received through the Mexican Embassy that the Laboratory examine 4 documents alleged to bear forged signatures. The face value of the notes totals $200,000 and they are involved in a civil suit in Monterey, Mexico. The plaintiff is James A. Savage, an American citizen. One of the defendants is a Mexican and the other is an American citizen, William E. Hughes. The Mexican attorneys of all three parties to the suit, accompanied by the Legal Counselor of the Mexican Embassy, called on Mr. Harbo yesterday and advised that they all desired that the examination be made. The Counselor of the Mexican Embassy explained that he would be willing to make a formal written request through the State Department if that was desired.

Later, on January 17, the State Department advised that the plaintiff James A. Savage had appeared there and violently objected to the FBI's making any examination, claiming that his Mexican attorney had sold him out.

The Conference unanimously recommended that the examination not be made by the FBI for the following reasons:

(1) - It is a civil case.

(2) - The trial is outside of the United States.

(3) - The plaintiff is opposed and claims his attorney has doublecrossed him.

Since the State Department has indicated that the matter will be referred to the Attorney General, a memorandum advising the Attorney General has been prepared.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

EX-30

31 JAN 21 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg
Mr. Hendon

9 JAN 22 1946

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY

COPY:FC

SAC, ANCHORAGE

January 10, 1946

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

With reference to your letter of December 27, 1945, requesting copies of all criminal records furnished to agencies in Alaska be directed to your Office, arrangements have been made at the Bureau in accordance with your request.

The arrangements will be for a trial period and you will be advised at a later date whether or not it will be possible to continue the trial procedure on a permanent basis.

*Inc.- Matters Alaska

SJT:obp

The Executive Conference approves a trial of the suggested procedure. The Recording Section of the Identification Division has made arrangements for the stamping of all criminal prints received from Alaska in order that copies will be submitted to the Anchorage Office. A report on the volume of such criminal records received will be made at the expiration of sixty days.

ST

COMMUNICATION SECTION
JAN 11 1946

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY [illegible]

RECORDED & INDEXED

66-2554-4379

JAN 18 1946
U.S. DEPARTMENT OF JUSTICE

EX-40

56 JAN 29 1946

ORIGINAL COPY FILED IN

The Director

January 18, 1946

The Executives' Conference

Crime Scene Rooms in Armory

The Executives' Conference, Messrs. Tolson, Clegg, Glavin, Harbo, Nichols, Ladd, Rosen, and Tracy present, gave consideration to the suggestion that there be set up at an early date in the gymnasium at the Armory, or in the gymnasium and the three other rooms which are now available, crime scene set ups which would permit crime scene searches on four or five different types of violations by members attending the National Academy, future new Agent students, and they would also be adaptable for In-Service Agents. One of the crime scene rooms would be utilized, for example, for use in trying to solve a murder, another a burglary or a breaking and entering case, another might involve a fugitive, and so on. The Bureau now has available furniture which could be utilized in these spaces, and the additional supplies and equipment, it was believed, would cost not in excess of $100 a room for each of the four or five rooms that are set up on a semi-permanent basis. The Conference unanimously approved this recommendation.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY 8052/bce

cc: Mr. Clegg
Mr. Hendon

66-2552-4380

FEDERAL BUREAU OF INVESTIGATION
JAN 23 1946
U. S. DEPARTMENT OF JUSTICE

HHC/elw

EX-7

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

SEP 2 1946

met

THE DIRECTOR

January 18, 1946

THE EXECUTIVE CONFERENCE

DAILY REPORTS REQUIRED OF LABORATORY EXAMINERS

All technical employees in the Laboratory are required to prepare and submit a daily report accounting for their time and indicating the nature of the work performed. This is the only daily report required at the Seat of Government from employees in a Special Agent status. Daily reports are not required of clerical employees; this is consistent with the practice throughout the Bureau.

The Conference, consisting of Messrs. Tolson, Glavin, Tracy, Clegg, Ladd, Rosen, and Harbo, considered the proposal to discontinue the Laboratory daily reports. It was pointed out that discontinuance of the reports would save the time of the examiners in preparing the reports, the supervisors in reviewing the reports, and clerical employees in subsequently filing them. It was felt that the time thus saved could be more effectively applied to other purposes.

The supervisory staff of the Laboratory unanimously recommends the discontinuance of the daily reports.

The Conference unanimously recommended the discontinuance of the daily reports.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

RTH:AF

RECORDED & INDEXED

66-2551-4381

67

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED - 30
DATE 8/19/92 BY Sgscr/bca

RH

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

THE DIRECTOR

THE EXECUTIVE CONFERENCE

January 18, 1946

SUGGESTED REMOVAL OF RADIO STATION WFBM
TO HONOLULU OFFICE BUILDING

The Conference, consisting of Messrs. Tolson, Glavin, Tracy, Clegg, Ladd, Rosen, and Harbo, considered the proposal to move the radio station to the Honolulu Office Building. Since this matter was considered on October 25, 1945, tests have been conducted and it has been found that reception within the office building is definitely inferior to reception at the present site. This means that on occasion it will be necessary to repeat messages or parts of messages due to a lower quality of reception. However, for a limited quantity of high priority traffic transmitted during the most favorable parts of the day, the radio station located within the field office building would serve the purpose as an emergency means of communication.

The Laboratory pointed out that the present facilities would serve to enable Honolulu to function as a relay station for additional stations farther west, but that this function could not be served if the station were transferred to the office building. Mr. Ladd pointed out that the station will not be needed for relay purposes.

The monthly rental for the present site of the radio station is $91. By March or April this will be increased to $175 per month. Thus, a definite saving in rental expense will result from moving the station to the office building. It is probable that there will also be saving in personnel.

The Conference unanimously recommends that the station be moved to the Honolulu office building.

Respectfully,
For the Conference

Clyde Tolson

RECORDED & INDEXED
E. A. Tamm

66-2554-4382

22 JAN 1946

X-30

cc-Mr. Clegg
Mr. Hendon

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY Sgt Cole RB

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RTH:AF

6 JAN 24 1946

The Director

The Executives' Conference

Text Books

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/20/92 BY Spsc/Jace

January 18, 1946

The Executives' Conference, Messrs. Tolson, Clegg, Glavin, Harbo, Nichols, Ladd, Rosen, and Tracy present, considered the suggestion concerning the preparation of text books on law enforcement subjects. When the FBI National Academy was inaugurated in 1935, there was shortly afterwards approved a plan whereby at the end of five years the material collected would be given consideration for incorporation in text books. By 1940 the existence of the national emergency precluded carrying out this plan and one of the post war projects which was approved was that this matter would be considered following the termination of hostilities.

The Executives' Conference unanimously approved the representatives of the Training and Inspection Division conferring with qualified authorities in order to locate some individual or individuals either in or out of the Government service who is qualified to prepare a text book on a specific law enforcement subject in the form of lesson plans with the material properly organized for text book purposes. Previous conferences with editors in this field indicated that the preparation of text books was a very difficult assignment requiring the services of someone expertly trained for this purpose. It was agreed that exploratory interviews should be conducted with a view to determining the availability in or out of the Government of some individual qualified to prepare this type of material. Bureau representatives would select the material, eliminate that which was undesirable, and the question of editing and organizing the material in proper form would be handled by the text book writer if approval is obtained for his employment for a temporary period. The general plan in the discussion before the Executives' Conference would be, subject to Bureau approval, that a qualified person would be employed for a temporary period, and after the text book was approved, the printing of it would be performed by the Government Printing Office, and the Government Printing Office would be furnished a list of the types of officials such as graduates of the National Academy, Police Chiefs, and qualified law enforcement agencies, and, of course, the FBI, who could purchase these books. The price, it is believed, would be nominal after the text material is prepared, and if the first text book on an experimental basis proved to be satisfactory, the Bureau would then consider whether it would have prepared additional text books along similar lines. The hope was also expressed that as a result of the preparation of the first one or two text books enough could be learned by Bureau personnel to prepare future text books on other subjects.

The Executives' Conference unanimously approved the idea of an exploratory conference being held at this time with a view to finding out the facts which would form a basis for future consideration.

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

OK

EX-30

RECORDED & INDEXED

JAN 24 1946

cc: Mr. Clegg
Mr. Hendon

HHC/clw

E. A. Tamm

66-2424-4383

30 JAN 1946

SJT:js

THE DIRECTOR

1/22/46

EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. Tolson, Clegg, Rosen, Glavin, Hendon, Mumford, Harbo and Tracy, on January 22, 1946 considered the request of Major General Robert M. Littlejohn, United States Army, in charge of the American Graves Registration Command, European Theater.

For the Director's information, Major General Littlejohn, by letter delivered personally by Major L. S. Stovall of the General's Paris Office, requested the Director assign the best expert in the Bureau on the identification of unknown dead for a period of time necessary to train War Department personnel.

The Conference was advised there are, according to Major Stovall, approximately 35,000 unknown dead in the European Theater buried in isolated graves. The War Department is interested in the identification of these unknown soldiers from a patriotic, sentimental and legal standpoint, the General pointing out he must do everything possible to reduce the number of unknowns to the absolute minimum. In his letter, he advises there are 130,087 soldiers buried in war cemeteries.

Major Stovall was interviewed in detail in the Identification Division and he advises General Littlejohn wants an instructor from the Bureau to proceed to Paris, France and conduct a training school involving two classes. The General requested an expert for 120 days. Major Stovall recommended 90 days, however, the Conference was advised by Mr. Tracy the matter could be handled by sending two fingerprint experts to lecture giving a two-week course to two classes. It could in this way be accomplished in 30 days plus travel time.

The Conference was advised in detail of the outline of a two-week training course in the identification of unknown dead by fingerprints or fingerprint fragments.

BK-7 RECORDED INDEXED 66-2254-4384

As a matter of procedure, Army personnel exhuming the bodies would take prints of the dead soldiers or use photography. All prints taken including fragments would be sent to the Identification Division of the Bureau in Washington to be compared in the Bureau with the fingerprints of soldiers listed as missing in action. It is felt the Bureau can render a very valuable service, not only to the War Department, but to the Nation by assisting in this program.

Mr. Tracy advised the Conference that Dr. Schultz of Johns Hopkins, Professor of Anatomy and a world authority on bone structure, has indicated to the Army his willingness to lecture at the school if Johns Hopkins will give

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

54 JAN 29 1946

#323013
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/20/92 BY Sgt/Bee

MEMORANDUM FOR THE DIRECTOR January 22, 1946

him a release for the necessary period. In view of the caliber of instruction sought by the War Department, Mr. Tracy recommends if the Army's request is approved that Mr. Quinn Tamm and Mr. Al Ground of the Single Fingerprint Section be selected for this detail. Mr. Tamm has the necessary laboratory and teaching background and Mr. Ground has the necessary technical and latent fingerprint background for the practical demonstration work.

The Conference unanimously recommends this request of Major General Littlejohn be considered jointly with other pending requests of the War Department for the Bureau to handle certain assignments in the European Theater and that the Bureau agree to handle it only on the same basis as the Bureau agrees to handle other assignments, i.e., if there are no restrictions, etc.

For the Director's information, Major Stovall is returning to Europe by plane on January 29th and he has advised, if the Bureau can grant General Littlejohn's request, he would like to have the person or persons assigned travel back to Paris with him on that date.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

I think Stovall should be told that request should come to me from the war Dept. here. 1/23

cc - Mr. Clegg
Mr. Hendon

1. Yes it must come from Sec. of War or Gen Eisenhower but he certainly can explain to Major Stovall that this is necessary & not offend Gen. Littlejohn.
2. If we do it I cannot offer assignment of Tamm. We have too many "key" men out already. H.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

THE DIRECTOR

EXECUTIVES CONFERENCE

ASCERTAINING FINANCIAL ABILITY

January 22, 1946
JKM:lem

The Executives Conference, with Messrs Tolson, Clegg, Glavin, Harbo, Rosen, Tracy, McGuire, Hendon and Mumford in attendance, on January 22, 1946, considered the advisability from a policy standpoint of having Bureau Agents comply with the requests of a United States Attorney that, while ascertaining financial ability on the part of persons owing the Government money because of fines or recoveries, the Agents actually have the defendant execute a financial statement and a monthly payment agreement before a Notary Public.

U. S. Attorney Charles H. Carr, Los Angeles, has made some such requests, and the particular one on which the point came up was one in which Carr wished to know the present ability of one Abraham Lettvin to liquidate the $130.00 he still owes the Government on a fine of $500.00 which was levied in connection with a violation of the National Bankruptcy Act. Mr. Hood recommended that the Bureau decline and was instructed to rediscuss the matter with Carr. Carr contends that, since the Agents are at present conducting the investigation and interviewing the subject, it is little, if any, added effort to secure the execution of a financial statement and monthly payment agreement before a Notary Public.

The members of the Conference were unanimous in their feeling that this was not a proper function and would place the Bureau in the position of being a small time collection agency. It is recommended by the Conference that a memorandum be directed to the Attorney General, advising him of this decision and that Mr. Hood be authorized to so advise U. S. Attorney Carr.

Respectfully,
For the Conference

Clyde A. Tolson

Edward A. Tamm

cc Mr. Clegg

Mr. Hendon

JKM:lem

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

50 JAN 28 1946

RECORDED & INDEXED

66-2254-4385

19 JAN 25 1946

73

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#3230123

CJTrobj

December 12, 1945.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/92 BY Spec/Lee

THE DIRECTOR

The Executive Conference, consisting of Messrs. Glavin, Nichols, Rosen, Carbo, Lamford, Harden, Morgan and Tracy on December 11, 1945, considered a suggestion of Assistant Director E. J. Connelley that the fingerprint classification be included on criminal records being sent out to law enforcement agencies.

For the Director's information, the fingerprint classification is included on replies where there is no record, the reply being typed on a carbon of the index card, thus entailing no additional work. The classification is necessary on the index card filed in the Identification Division. In order to place the classification on the criminal record, additional work would have to be performed in each case where an ident is made, inasmuch as approximately seventy percent of criminal inquiries received are identified with a prior record. The volume of work would be too great to justify the expense incurred as against the benefits to be derived.

The Conference unanimously recommends against Mr. Connelley's suggestion, and if you approve there is transmitted herewith a letter thanking him for his interest.

Respectfully,
For the Conference

Clyde Tolson

OK
H

RECORDED 66-2554-4386

cc - Mr. Clegg
Mr. Harden

EX-79

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JAN 31 1946

FEDERAL BUREAU OF INVESTIGATION
JAN 2 1946
U. S. DEPARTMENT OF JUSTICE

COPIES OF ORIGINAL - 8

THE DIRECTOR

THE EXECUTIVE CONFERENCE

#323013 January 23, 1946

The Executive Conference of January 18, 1946, consisting of Messrs. Tolson, Ladd, Rosen, Hendon, Nichols, Clegg, Tracy, Harbo and Glavin considered a suggestion submitted by Mr. A. E. Leonard concerning the purchase of an International Business Machines automatic letterwriter.

It was pointed out to the Conference that the automatic letterwriter in question is an automatic typewriter; that the addresses receive a personally typed letter rather than a form letter and these letters are typed at the rate of 130 words per minute. The electric letterwriter or typewriter is operated by punching the letter on a tape. This tape is then placed in the transcriber, paper inserted in the typewriter, the name and address of the addressee recorded on the letter and the automatic letterwriter will complete the rest of the letter. The letters prepared as above can be drafted leaving space in any portion of them for the insertion of figures or other comments which are typed in when the machine stops at the appropriate space. Mr. Leonard attached to his suggestion a number of form letters which he felt could be typed on the machine in question.

Glavin pointed out to the Conference that the form letters attached, which Mr. Leonard suggested could be typed on the machine, are form letters which can be much more economically prepared in the Mechanical Section without utilization of stenographic or typist employees to handle the letters in so far as the addressing is concerned if the electric letterwriter were used. He further pointed out that it would be necessary to personally sign each of these communications if they were prepared on the electric letterwriter.

It was further pointed out to the Conference that the letterwriter in question weighs approximately 150 pounds, it is not easily portable and would cost the Bureau $75 a month for rental charges. The International Business Machines organization does not sell these typewriters, they maintaining a title thereto in renting them at the rate of $75 a month.

The Conference feels, therefore, that no further action should be taken looking toward the rental of such equipment at this time.

RECORDED & INDEXED

4387

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon
Attachment

54 JAN 29 1946

WRG:val

THE DIRECTOR

THE EXECUTIVE CONFERENCE

January 15, 1946

The Executive Conference of January 9, 1946, consisting of Messrs. Ladd, Nichols, Long, Hendon, Tracy and Glavin considered a suggestion submitted by the Special Agent in Charge at Anchorage concerning the purchase of certain articles of clothing for the Agents assigned there.

For the Director's information, the SAC at Anchorage stated that numerous residents of the territory of Alaska consider it a necessity to possess a parka of some sort due to the extremely cold temperatures; that it is necessary for Agents working out of Anchorage to cover the entire territory where temperatures range down to 70 degrees below zero; that in the past Agents have personally supplied themselves with articles of clothing necessary for this personal protection; and through the Army have managed to obtain some equipment when road work made it necessary to travel to these remote areas.

The SAC stated that it seems it would be more practicable for the Anchorage Office to obtain parkas which would be light enough so that an Agent could move around readily when he is out working; and that he has made inquiries concerning this matter and found that a firm in Seattle can furnish parkas at approximately $60.00 each and these parkas have a composition of eiderdown with a fur hood. The SAC pointed out that additional clothing, other than the parka, could more readily be furnished by the Agent without great expense; that it seems that a parka is necessary in all parts of Alaska; and he suggested that such parkas be purchased for all Agents assigned to the Anchorage Office. He further pointed out that there are presently assigned to the Anchorage Office two parkas, sheep lined; that these parkas are well worn, are too heavy for regular wear and, consequently, are undesirable from the standpoint of using them daily in connection with the necessary work to be performed by Agents. The two parkas as aforementioned were purchased for the Anchorage Office sometime ago to be used on special assignments wherein such parkas would be necessary, and it was intended that these parkas remain assigned to the Anchorage Office and not be assigned to any particular Agent.

The Conference is opposed to the adoption of the suggestion, pointing out that this is part of the personal clothing

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
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Mr. Tracy
Mr. Carson
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Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

VRG:val

of an Agent; and that the suggestion is not made that several parkas be there available for special work, such as the two present parkas, but that the Bureau furnish each Agent in the Anchorage Office with such article of clothing. This would mean that as new Agents are transferred into Anchorage, it would be necessary to purchase additional parkas for them; and the Bureau would then also have the problem of the disposal of off-size parkas which would no longer be necessary when an Agent transferred out or resigned from the Anchorage Office.

Should the Director agree with the Conference recommendation in this regard, the attached communication should go forward to the SAC at Anchorage.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

THE DIRECTOR

THE EXECUTIVE CONFERENCE

January 23, 1946

The Executive Conference of January 18, 1946, consisting of Messrs. Tolson, Ladd, Rosen, Hendon, Nichols, Clegg, Tracy, Harbo and Glavin considered a memorandum submitted by Mr. Rosen concerning the possible ~~purchase~~ use of a C-54 cargo plane.

It was pointed out to the Conference that such a cargo plane would cost approximately from $30,000 to $35,000 and the reconversion to passenger equipment would cost approximately $35,000 additional. The cost of operation of the plane for 400 hours of flying a year is estimated to be $63,810, or a first year cost of $128,810 per plane. Thereafter, exclusive of repairs, the maintenance cost is figured to be approximately $44,000 a year, including $36,000 salary for crew, $3,500 per diem, $9,800 for gasoline and oil, and "service charges" of $14,500.

The Conference does not feel at this time that the Bureau should purchase any such plane since the needs for such equipment would not justify the excess costs of keeping it in repair.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

WRG:val

66-2587-4389

EX-68

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/92 BY

50 JAN 30 1946

CONT:JC

AIRMAIL

SAC, SEATTLE

January 10, 1946

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

POLICE SCHOOLS
FIREARMS TRAINING

The Bureau has considered the recommendation recently made by your office that Bureau firearms experts be permitted to actually supervise firearms training of police officers in your division.

It is understood that you desire to conduct a school at Fort Lewis, Washington, for selected officers, with a view to training such officers as firearms instructors for their individual departments.

The Bureau approves your recommendation provided the following requirements are adhered to: (1) The Bureau instructors must be a qualified firearms expert, (2) All Bureau safety regulations must be rigidly enforced, (3) The range must be inspected in advance by the expert and found to be entirely safe, (4) The officers must furnish their own ammunition.

This school is being approved on an experimental basis and following it's conclusion you should advise the Bureau of the reaction of the officers together with any other matters of interest for the Bureau's consideration in approving other schools of a similar type.

When final arrangements have been completed, the Bureau will designate a firearms expert upon your request.

(On the recommendation of the Executives' Conference, December 17, 1945, the Director approved a Bureau firearms expert actually supervising the firing by the officers for this school on an experimental basis.)

LB: hmm

COMMUNICATIONS SECTION
JAN 11 1946

LBN:hbm

The Director

January 28, 1946

Executives Conference

C.W. Network - San Diego

The Executives Conference, consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Glavin, Clegg, Rosen and Nichols, considered the recommendation of the San Diego Office for authorization for the paving of a road and sidewalk into the San Diego radio station. This matter has been previously brought up and previously has been declined. Mr. Murphy, in recent communications, in bringing this matter up pointed out that the roadway in front of the receiving site is slippery during wet weather.

Mr. Nichols advised the Conference that the house containing the radio station is located about 150 feet from the gate leading into the premises, and it is a short distance from the gate to a gravel road that was built to provide for a new housing project. It would cost approximately $400 to provide the asphalt pavement. Mr. Nichols pointed out that on occasions when he has visited the San Diego radio station that he has orally turned down the request for the pavement.

All members of the Conference excepting Mr. Tolson were unanimous in recommending that the request for the pavement be disapproved.

Mr. Tolson was of the opinion the pavement should be provided.

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

RECORDED & INDEXED

66-2994-4392

169

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EX-[redacted]

58 JAN 31 194

BN:hbm

The Director

Executives Conference

January 28, 1946

The Executives Conference, consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Glavin, Clegg, Rosen and Nichols, considered the research conducted by Messrs. Rowe and Leonard in the Crime Records Section on the preparation and publication of ransom lists. Mr. Rowe has worked out a procedure whereby there would be a thirty per cent savings in time, with a corresponding savings in personnel, in tabulating a list. According to the procedure and figures planned, by utilizing the IBM tabulating equipment a ransom list similar to that in the Weyerhaeuser Case could be prepared, published, and ready for shipment 14 hours after reaching the Bureau. To complete the plans, Mr. Rowe and Mr. Leonard recommended a test which would require approximately four man-days.

The Conference was unanimous in recommending that this test be made and all plans be perfected.

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

OK, H.

cc - Mr. Clegg
cc - Mr. Hendon

RECORDED & INDEXED 166-2997-4393

31 JAN 1946

EX-64

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/20/92 BY Sgrubbe

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

58 JAN 31 1946

COPY: FC

January 5, 1946

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/20/92 BY [illegible]

Special Agent in Charge
Cincinnati, Ohio

RE: COMPENSATORY LEAVE

Dear Sir:

Reference is made to your communication of November 28, 1945, concerning the above-mentioned subject, wherein you prepounded the following questions, the answers to which are furnished immediately following each question:

1, Does the "within following two weeks" rule apply only to employees working on Sunday, or does it apply to any other day that compensatory leave is earned?

The Bureau desires that any time compensatory leave is earned, such compensatory leave should be taken within two weeks after it has been earned unless, of course, justifiable circumstances do not permit it being taken within that time, such as the Agent being called away on emergency annual leave becuase of death or illness in the family or attendance at In-Service School.

2. Is it mandatory that they take the leave within two weeks or is it permissible in emergency situations to authorize the leave within the two-week period to be taken on a date later than two weeks?

It is felt that the answer to Number 1 should guide you and answer this question. Obviously if authorization for the leave is granted within the two-week period for the leave to be taken at a date beyond the two-week period, it is defeating the purpose behind the Bureau's desire that such earned compensatory leave be taken within the two-week period from the date it was earned.

3. Does an employee lose compensatory leave if he fails to ask for it within a two-week period after he has earned it?

COMMUNICATIONS SECTION
JAN 7, 1946

NPC:val

66-2551-4395

NOT RECORded
57 JAN 25 1946

ORIGINAL COPY FILED IN 66-2087-2015

FEB 11 1946

The Bureau feels that if an employee has not been granted compensatory leave upon his request within the two-week period, it is presumed that the Agent intended such overtime duty was performed on a volunatry basis by the Agent; however, there may be cases where this presumption would not necessarily apply and your own good judgment and discretion will have to be used in such cases.

Very truly yours,

John Edgar Hoover,
Director

The Executive Conference of January 3, 1946, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Rosen, Morgan, Harbo, Hendon, Nichols, Tracy and Glavin approved the above letter.

THE DIRECTOR 1/29/46

EXECUTIVES' CONFERENCE

The Executives' Conference on January 28, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Rosen, Hendon and Clegg, recommended unanimously that a letter be sent to all Agents in Charge telling them to submit a report to the Bureau by April 1, 1946, setting forth any data which they would be able to obtain from various Agents to show special, unique and interesting methods of investigation in order that this information would be available to the supervisory staff in Washington and in the Bureau's training schools.

There is attached hereto such a letter for the Director's approval if agreeable.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

MHC:EH

#323013
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DATE 8/20/92 BY 8954/bca

RECORDED & INDEXED

66-2554-4396

EX-5

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 3 1945

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT
FJB: bm

TO : The Director

DATE: January 22, 1946

FROM : Mr. D. M. Ladd

SUBJECT: REVISION OF WAR LABOR DISPUTES ACT
SECTIONS OF NATIONAL DEFENSE MANUAL
AND FBI HANDBOOK

With respect to the War Labor Disputes Act program, the Criminal Division of the Department of Justice recently advised the Bureau that in view of the fact most war industries have reconverted to civilian production since the cessation of hostilities, it will no longer be necessary for the Bureau to furnish any information to the Department concerning strikes or other labor disturbances. The Criminal Division further informed that in the event the Department at a future date desired to be advised concerning any labor matter, a specific request for such information would be made of the Bureau.

The Field was advised of this change in policy by Bureau Bulletin #1, Series 1946, dated January 2, 1946.

Section 4F of the National Defense Manual sets forth the Bureau's policy with respect to the handling of labor matters. In order that this Section may correctly reflect the changes in policy outlined in the aforementioned Bureau Bulletin, it is suggested the following Subsections of Section 4F be deleted from the National Defense Manual:

Subsections 2-(a) and 2-(b);

Subsections 4-A through 4-H.

In the light of the change in the Bureau's policy of handling labor matters as recommended by the Department, it is also necessary to revise Subsection 5, Chapter 12, Part IV of the FBI Handbook.

The revision which is being made in the FBI Handbook is attached hereto.

1-29-46 - approved by Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Hendon and Mumford

JKM

Attachment

1 ENCL

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FEDERAL BUREAU OF INVESTIGATION
FEB 4 1946
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

59 FEB 20 1946

INDEXED

COPY: FC

PERSONAL AND CONFIDENTIAL

SAC, Philadelphia

January 21, 1946

John Edgar Hoover, Director, Federal Bureau of Investigation

Reference is made to your letter dated January 8, 1946 concerning the use of ticklers on bulky exhibits. The Bureau desires that the ticklers used for this purpose be prepared in such a manner as will serve the greatest convenience of the Philadelphia Office and it will be agreeable for your office to either set up an administration tickler on each bulky exhibit or a single tickler which would call for an examination al all bulky exhibits, whichever in your opinion is most convenient and involves the least difficulty.

#323,013
DECLASSIFIED BY Sci/bxe
ON 8/20/92

Approved by Executives' Conference on 1/18/46 those present being Tolson, Tracy, Harbo, Glavin, Hendon, Ladd, Rosen and Clegg.

HHC:PJ

COMMUNICATIONS SECTION
JAN 21, 1946

RECORDED

66-2554-4398

X-64

57 FEB 11 1946

ORIGINAL COPY FILED IN 66-2554-1801

THE DIRECTOR

THE EXECUTIVE CONFERENCE

January 30, 1946

The Executive Conference of January 25, 1946, consisting of Messrs. Tolson, Hendon, Rosen, Clegg, Nichols, Harbo, Tracy and Glavin considered a suggestion submitted by the Special Agent in Charge at Milwaukee concerning the disposition of gasoline rationing records.

The SAC at Milwaukee stated that since gasoline rationing has been discontinued and the unused gasoline coupons were reported to the Bureau, there appears to be no reason for the records of unused coupons being retained at the present time.

Glavin pointed out to the Conference that immediately after gasoline rationing was ended, this particular problem was raised, and it was felt at that time that due to the fact we were receiving inquiries from time to time from the OPA concerning the distribution and use of gasoline rationing coupons, that Field Office records should be maintained for a period of time.

At the present time, the combined record is maintained at the Seat of Government; and it is not felt that the Field Office record need be maintained. The Conference, therefore, recommends the adoption of the suggestion submitted by the SAC at Milwaukee that the Divisional Offices be advised they may destroy these records at the present time.

Should the Director approve the Conference recommendation, the attached SAC letter should go forward to the Field.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

WRG:val

66-2554-4400

RECORDED & INDEXED

#323013

January 31, 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

Destruction of Bureau Property

The Executive Conference of January 31, 1946, consisting of Messrs. Tolson, Rosen, Mumford, Nichols, Hendon, Harbo, Clegg, Tracy and Glavin considered a suggestion submitted by Miss Marie Lundy of the Administrative Division concerning the disposition of old inventories.

Miss Lundy stated that there are maintained in the Chief Clerk's Office at the present time all Seat of Government inventories since 1936 and recommended that all inventories more than two years old be destroyed.

The Conference was advised that inventories are taken annually and the new inventories are balanced and brought into agreement with the inventories of the year past; and that it is the belief that these inventories need not be retained for a period of more than two years since experience has shown that it is not necessary to go back over that period of time in order to properly bring the inventories into balance.

The Conference recommended approval of this suggestion. Should the Director agree, the attached communication should go forward to Miss Lundy.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

RECORDED & INDEXED

EX-63

66-2654-4401

Attachment

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

WRG:val

#323,013

THE DIRECTOR

JANUARY 30, 1946

EXECUTIVES' CONFERENCE

SUGGESTION

The Executives' Conference on January 24, 1946, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg, considered a suggestion of Clerk-Typist Leland G. Richie of the Louisville Office that a separate section for index cards pertaining to Bureau Bulletins and SAC Letters by numbers be prepared so that when such bulletins and letters are destroyed after three years in keeping with the present rule, the index cards could be withdrawn with the destruction of the material to which they relate.

The Conference felt there was some merit in this suggestion and consequently inquiries are being made of a representative number of SACs and Inspectors as to their views concerning the suggestion and upon receipt of replies the matter will again be considered by the Conference.

There is attached hereto a communication addressed to the Special Agents in Charge and Inspectors and also a letter addressed to the clerk who made the suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

HHC:ER

66-2551-4402

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 8 1946

AR:MP

THE DIRECTOR 1-31-46

The Executive Conference

PRESIDENTIAL PARDONS GRANTED TO MEMBERS OF THE ARMED FORCES

The Executive Conference on January 30, 1946, with Messrs. Tolson, Tracy, McGuire, Hendon, Nichols, Mumford, Clegg and Egan in attendance, approved the attached Bureau Bulletin which advises that on December 24, 1945, the President issued a proclamation granting pardons for Federal offenses committed by members of the Armed Forces before enlistment. The Pardon Attorney furnished the Bureau with copies of this proclamation, which states that all members of the Armed Forces who enlisted or were inducted into the Services on or after July 20, 1941, and who have served one year or more, and who are honorably discharged, shall receive such pardon.

Very truly yours,
FOR THE CONFERENCE

Clyde Tolson, Chairman

Edward A. Tamm

Attachment
cc-Mr. Hendon
Mr. Clegg

#323013

RECORDED & INDEXED 66-2534-4403

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 8 1946

THE DIRECTOR

January 30, 1946

THE EXECUTIVE CONFERENCE

Handling of mail in field offices

The Executive Conference of January 25, 1946, consisting of Messrs. Tolson, Hendon, Rosen, Clegg, Nichols, Harbo, Tracy and Glavin was advised by Glavin that SAC McKee of the Newark Office was able to save 50 percent of filing space in the Alien Enemy Registration files by removing the files from file folders and filing them alphabetically, properly stapled, without folders.

The Conference feels it would be well to advise the various Divisional Offices of this particular savings in space since filing space is at a premium in many of the offices, and many of the Divisional Offices may be maintaining the Alien Enemy Registration forms in the same manner as they had been maintained by the Newark Office.

Should the Director approve, the attached SAC letter should go forward to the Field.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson E. A. Tamm

Attachment
cc - Mr. Clegg
Mr. Hendon

WRG:val

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/92 D'Spacelace

RECORDED & INDEXED

EX-64

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

59 FEB 8 1946

4404

COPY TO

MR. TA
MR.

MR. KEEP
MR. MOLLOY
MR. GEARTY

1/29/46
K:RH

THE DIRECTOR

A. ROSEN

SUGGESTED BUREAU BULLETIN
REPORT WRITING - COPIES TO
BUREAU MARKED "FILE"

#323013
ALL INFORMATION CONTAINED
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DATE 8/20/92 BY

BACKGROUND

Upon the institution of the deserter program, this program was so set up that reports in deserter cases are not reviewed by the Supervisor at the Bureau in view of the large volume of these cases. It should be noted that full utilization is made of teletypes of apprehension and that, accordingly, no review of written investigative reports is necessary.

The field has previously been advised that reports in deserter cases, even where the subject is carried as a fugitive, are not reviewed at the Bureau Bureau and it is well understood that information of interest to the Bureau must be brought to the attention of the Bureau by letter or teletype in these cases.

The present rule in connection with Selective Service cases where subjects are carried as fugitives provides that reports which do not contain statistics and which need not be directed to the Bureau's attention before being filed are to be stamped for the file except where initially reporting a fugitive subject, reporting apprehensions, etc. It will be noted that these exceptions would not be required in connection with deserter reports inasmuch as teletype are utilized for posting such information.

During the period from December 3, 1945, to January 9, 1946, a period of slightly over one month, a count was made by the Deserter Desk and it was ascertained that 6,658 reports were received during that period of time. These reports were initialed for the file without being reviewed and it is estimated that the total time required for this handling was between eighteen and nineteen hours.

PROPOSED BULLETIN

The attached bulletin would place reports in deserter cases on the same basis with reports in the thirty-five classifications of Bureau cases listed in Bureau Bulletin #11, Series 1945, Section B, dated February 7, 1945. As a consequence, reports in routine deserter cases would be stamped with the word "File" by the Supervisor in the Bureau office prior to forwarding the report to the Bureau. Issuance of such instructions would eliminate a great deal of unnecessary work on the Deserter Desk.

ACTION RECOMMENDED

It is recommended that the attached Bureau Bulletin be issued to the field.

ADDENDUM - On January 30, 1946, the Executive Conference approved the attached Bulletin, with Messrs. Tolson, Tracy, McGuire, Hendon, Nichols, Mumford, Clegg and Rosen attending.

Attachment

66-2554-4405

FEDERAL BUREAU OF INVESTIGATION
FEB 6 1946
U. S. DEPARTMENT OF JUSTICE

RECORDED
INDEXED

FEB 8 - 1946

ORIGINAL COPY FILED IN

THE DIRECTOR

2/5/46

EXECUTIVES' CONFERENCE

Special Agent in Charge of Firearms Training H. L. Sloan has made a recommendation that the Bureau approve the expenditure of $200 to install a skeet range as a part of one of the Bureau's ranges at Quantico. The skeet ranges have trap shooting equipment installed on them for throwing clay pigeons at both high and low elevations so that those practicing and training with shotguns are able to shoot rapidly at the surprise elevations whether high or low at a target which is in motion. Mr. Sloan further recommended that this type of practice be incorporated as a regular part of the Bureau's firearms training courses with the shotgun. The clay pigeons are small discs which cost approximately six-tenths of one cent each.

In support of the recommendation, Mr. Sloan advises that the In-Service Agents are very proficient with the shotgun; they are expert in its use and the present course requires them to fire at a man-sized cardboard target placed at varying distances from the shooter. Since the Bureau's Agents are now well qualified with the shotgun in shooting at these targets and as a large majority of the Agents, in fact, regularly shoot perfect scores at the present targets, it was believed that the problem should be increased in difficulty. It was further believed that this type of training would be enthusiastically received by the Agents. Mr. Baughman concurs in the recommendation, believing that the training would create not only better marksmanship but increased interest and enthusiasm.

The Executives' Conference on January 24, 1946, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg, unanimously agreed with the recommendation.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK.

cc: Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

NC:TR

FEB 8 1946

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DATE 8/20/99 BY [illegible]

RECORDED

66-2554-4407

FEDERAL BUREAU OF INVESTIGATION
FEB 6 1946
U. S. DEPARTMENT OF JUSTICE

INITIALS ON ORIGINAL 5

EX-22

56 FEB 12 1946

ORIGINAL COPY FILED IN
66-2554-94

THE DIRECTOR 2/1/46

EXECUTIVES' CONFERENCE

CLERICAL IN-SERVICE SCHOOL

Training School For Clerical Employees

The Executives' Conference on January 24, 1946, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg, recommended the adoption of the attached program for a one-day school of an In-Service type for all clerical personnel in grade seven or in any lesser grade in the Bureau. This school would be held one day each week in one of the larger classrooms in the Justice Building.

It was recommended that 100 clerical employees selected by the Chief Clerk's Office proportionately from the various divisions attend each class until all the clerical employees had finished the course. This course will be a "follow-up" course for classes which were held in previous years running for three days and involving a trip to Quantico for one day. All classes on this occasion will be held in Washington. It was believed that the attached memorandum to all Bureau officials listed as instructors before this school should go forth instructing specifically that unless excused especially by the Director's Office the instructor or alternates listed must make personal appearances before these classes with the Assistant Directors, wherever possible, appearing before the class.

It was also believed that instructions should be issued for freshening up the material of each of the courses at least on a monthly basis since it was pointed out that the examples cited within approximately a month are repeated by class members to their fellow employees so that by the time the class meets, the stories are shopworn, and the illustrations are obsolete in so far as interest is concerned.

It was agreed that these schools would be held on Wednesday of each week or in the event any emergency arose, such as a holiday on Wednesday, the school would be held on Thursday instead.

It was further believed that the clerical employees of the Washington Field Office should attend these schools on a proportionate basis.

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Hendon
Mr. Clegg

E. A. Tamm

LBN:hbm

The Director

Executives Conference

February 1, 1946

Supervision National Stolen Property Act

The Executives Conference on January 23 recommended and you approved the recording as recoveries thefts of nonnegotiable instruments and bonds. Mr. Leonard has submitted a memorandum opposing the Conference's recommendation on the following basis:

"Nonnegotiable bonds as such are valueless to the thief and their theft represents no loss either to the bank or to the lawful owner. It is possible for thief, if he is sufficiently clever, to forge an endorsement to the bonds, representing himself to be the rightful owner and, subsequently cash them, but any loss thus sustained would be a loss incident to the forgery offense and not incident to the burglary! Going a step further, the thief also could have stolen some blank cashier's checks, or plain blank checks from the counter of the bank and, if he was sufficiently clever, could have forged and altered these papers and passed them for a sizable sum. Such incidents do not appear to me as loot incident to the theft of the blank checks.

"It may also be observed that police departments generally do not record as losses, the theft of nonnegotiable instruments; and we have instructed them that this is the proper procedure under the system of Uniform Crime Reporting."

Upon re-consideration, Messrs. Tolson, Rosen, Mumford, Clegg, Hendon, Harbo, Glavin and Nichols unanimously recommended that the previous Conference recommendation be rescinded and that the theft of nonnegotiable bonds and instruments not be recorded as recoveries for the reasons set forth above by Mr. Leonard.

Respectfully,
For the Conference,

Clyde Tolson

Edward A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin CC - Mr. Clegg
Mr. Ladd
Mr. Nichols CC - Mr. Hendon
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

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30 FEB 6 1946

58 FEB 7 1946

EX-37

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/20/92 BY

COPY: FC

January 24, 1946

Special Agent in Charge
San Antonio, Texas

RE: IBM Electromatic Typewriter
For San Antonio Division

Dear Sir:

Reference is made to your communication of January 10, 1946, wherein you set forth certain advantages of the electromatic typewriter and wherein you request that such a typewriter be made available to the San Antonio Division.

The Bureau has carefully considered your suggestion and does not feel that the Bureau would be justified in purchasing such a machine for your office at the present time.

Very truly yours,

John Edgar Hoover
Director

The Executives Conference of January 18, 1946, consisting of Messrs. Tolson, Ladd, Rosen, Hendon, Nichols, Clegg, Tracy, Harbo and Glavin disapproved the purchase of this machine.

WRG:val

COMMUNICATIONS SECTION
JAN 29, 1946

EX-71

66-2554-4410

FEDERAL BUREAU OF INVESTIGATION
FEB 6 1946
U. S. DEPARTMENT OF JUSTICE

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DATE 8/20/92 BY [illegible]

59 FEB 12 1946

THE DIRECTOR 2/4/46

EXECUTIVES' CONFERENCE

NA APPLICANT

The Executives' Conference on January 30, 1946, those present being Messrs. Tolson, Tracy, Hendon, Harbo, McGuire, Mumford, Rosen and Clegg, considered the inquiry of SAC Suran of the El Paso Office as to the eligibility of Roberto J. Martinez, Chief of the Chihuahua, Mexico, State Police, assigned to his duties in Juarez, Mexico.

It was indicated that he spoke English fluently and that no encouragement had been given to him. The Executives' Conference considered that by analogy this individual would be as eligible for consideration as a representative of the provincial police of any Canadian province. Of course, the Bureau, through its Legal Attaches and through the El Paso Office, would need to develop information concerning this official before he is approved individually for attendance but as a matter of policy it was felt that a representative of the Federal or state police forces in Mexico would be eligible for consideration.

If the Director agrees with this conclusion, which was unanimously recommended by the Conference, SAC Suran will be informed that Martinez can file application which would be considered when an opportunity arose just as other applicants from foreign countries are considered. The Executives' Conference felt that in each instance before favorable consideration is given to an individual applicant it should be definitely ascertained that the applicant speaks and understands English fluently and that he writes English so that his notebooks prepared in English can be inspected and graded and that the Bureau pass upon the individual qualifications of each such applicant before he is approved.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC:ER

FEB 7 1945

RECORDED & INDEXED

166-2574-C 4411

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323013

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THE DIRECTOR

2/5/46

EXECUTIVES' CONFERENCE

Special Agent Supervisor K. R. McIntire recommends that it be a requirement that all memoranda based upon file reviews, when the memorandum is prepared in such manner as to require a file copy, be documented on the yellow file copy in order to show the file and serial number which serves as the source of the information recorded. In the event the memorandum is of one page or less and an original only is prepared, the data should be recorded parenthetically at the conclusion of each item taken from a separate or different source.

In the event any of the information is based upon a communication which has not yet been filed, serialized and recorded then the date, subject and author of the communication would be shown in lieu of the file and serial number.

In the event the serial from which information is taken to include in a memorandum is more than one page in length, the page number of the serial would likewise be shown.

Similar sources of information should be recorded when it is taken from newspapers, magazines, books and pamphlets with the identity of the newspaper, the page number, the title of the article and the name of the author when they appear.

The Executives' Conference on January 24, 1946, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg, unanimously approved this suggestion, believing that it would save a considerable amount of time in subsequent research and in running down sources of information. If this is approved, there is attached hereto a memorandum for all Bureau Officials and Supervisors accordingly.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK, RECORDED & INDEXED 66-2454-4412 FEB 6 1946

EX - 64

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Hendon
Mr. Clegg

HHCLEAR

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/20/92 BY

70 FEB 7 1946

THE DIRECTOR

2/4/46

EXECUTIVES' CONFERENCE

The Executives' Conference on January 30, those present being Messrs. Tolson, Tracy, Hendon, Harbo, McGuire, Mumford, Rosen and Clegg, considered the request of Chief Investigator John Taylor of the State Fire Marshal Department of Indianapolis, Indiana, as to whether he may be considered a law enforcement officer sufficiently to qualify him to return to Washington for the final two weeks of the present Session to take specialized training courses which will be available. Mr. Taylor is a graduate of the Seventh Session of the FBI National Academy.

The Conference unanimously believed that Mr. Taylor, as Chief Investigator and having full police authority in enforcing arson laws in the State of Indiana, does qualify as a law enforcement officer and that he, therefore, would be eligible to attend.

If this is approved, there is attached hereto a letter to Mr. Taylor accordingly.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

HHC:ER

EX-64

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 7 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

February 1, 1946

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/20/92 BY

The Executive Conference of January 31, 1946, consisting of Messrs. Tolson, Rosen, Mumford, Nichols, Hendon, Harbo, Clegg, Tracy and Glavin considered a place mat which had been forwarded to the Bureau by the Special Agent in Charge at Albany, New York. The place mat in question is attached hereto.

The SAC at Albany stated that this place mat is prepared and distributed by Aatell & Jones, Inc., Philadelphia, Pennsylvania, to various hotels; and that this particular place mat was brought to the attention of the Albany Office by Chief of Police James A. Murphy at Oneida, New York, who is of the opinion that the FBI official seal is surrounded by sufficient blank space on the place mat to make it easy for a person desiring to impersonate a federal officer to avail himself of this seal which could be cut out and folded into a billfold or credential case.

It was further pointed out by the SAC at Albany that the Manager of the Oneida Hotel stated that many hotels receive place mats from the aforementioned firm which publishes a place mat with a different design each month; and that the place mat in question, which is appended hereto, was furnished for the current month.

Messrs. Tolson, Harbo, Rosen and Glavin felt that the matter of the making of this place mat should be discussed with the Aatell & Jones Company with a suggestion that in the future on mats prepared by them, that a reproduction of the seal be not made. The remainder of the Conference was of the opinion that the mat, as made, is not objectionable and is opposed to any contact with the Company for the purpose of suggesting the elimination of the seal. (Mumford, Nichols, Clegg, Tracy & Hendon)

4414

Should the Director agree with those who feel that the Company should be contacted, the attached communication should go forward to the SAC at Philadelphia.

EX-1

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachment
cc - Mr. Clegg
Mr. Hendon

70 FEB 7 1946

WRG:val

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/20/92 BY

TO : Mr. D. M. Ladd DATE: January 15, 1946

FROM : C. H. Carson

SUBJECT: SIS Manual Changes

Paragraph 5 Section 4-A of the SIS Manual presently provides that an employee shall prepare a personnel status report upon his arrival at a new office of assignemtn. This personnel status report is no longer necessary as the personnel files of SIS employees are now forwarded to their new SIS offices of assignment when employees are transferred.

As all SIS employees register arrivals and departures at the Bureau with the Chief Clerk's Office, Section 5C of the SIS Manual should be changed to provide that they shall do this.

Section 6M of the SIS Manual now provides for two copies of inventories to be forwarded to the Bureau. One of these copies is retained in the Chief Clerk's Office and furnishes sufficient record of the office inventory and is the only copy utilized. A second copy which is placed in file serves no useful purpose. It is believed that this section should be changed to provide that only one copy of inventories need be submitted. This section also provides that an employee shall submit a personal inventory when arriving at a new office of assignment. This procedure is no longer necessary as employees' personnel files are forwarded to their new offices.

The United States Despatch Agent in New York has requested in connection with personal shipments that the company packing the shipment furnish him a packing list. It is believed that Paragraph 6-f in Section 6N of the SIS Manual should be changed to indicate that this additional information should be furnished the Despatch Agent.

RECOMMENDATION

It is recommended that the SIS Manual be changed in accordance with the changes noted above. Suggested Manual changes are attached.

1-22-46 - Approved by Executives Conference, consisting of Messrs. Tolson, Clegg, Glavin, Harbo, McGuire, Rosen, Tracy, Hendon and Mumford.

Attachment

GWH/grv

EX-49

RECORDED & INDEXED

EX-49

66-2627-4416

FEB 6 1946

U.S. DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN

PROPOSED CHANGES IN SIS MANUAL

#323013

SECTION 4A - PERSONNEL STATUS REPORTS

(5) Delete

SECTION 5C - BUREAU ARRIVALS AND DEPARTURES

(2) Upon arrival at the Bureau, all employees shall first register in the Chief Clerk's Office.

(4) Before leaving Washington, such employees shall register their departure in the Chief Clerk's Office.

SECTION 6M - INVENTORIES - PROPERTY:

(1) The General Inventory is prepared on the SIS Inventory Form and consists of all Government property of a non-expendable nature charged to the office arranged under alphabetical classifications such as books, cabinets, chairs, charts, desks, dictating equipment, technical equipment, typewriters, etc. The description of each item given shall be sufficient to identify it, and serial numbers shall be given for all items having them. Ample space should be left throughout for additions during the year. Only the latest issues of reference books need be listed. The original is submitted to the Bureau.

(2) The Personal Inventory is prepared on Form FD-22 as of April 15 each year and lists the property which is charged to an individual. The original is forwarded to the Bureau and a copy is maintained in the individual's personnel file in the SIS office. The individual to whom these items are charged is responsible for them and must return them when their use has been completed. If an item should be lost, the Bureau should be advised immediately. Expendable items such as pamphlets, notebook binders, etc. are not listed on the personal inventory. As additional property is assigned to an employee, proper notations are to be made on form FD-22. Likewise any deletions are to be properly noted on this form. Property issued in an SIS office for the temporary use of an employee is not charged on his personal inventory, but a receipt in duplicate is taken by the Legal Attache from such employee. One copy of the receipt shall be placed in the administrative file of the employee and the other in the purchase and inventory file of the office. These property receipts shall not be destroyed at the end of one year along with other administrative material in the

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ENCLOSURE 66-3554-4416

1-22-46 approved by Executives Conference, consisting of Messrs Tolson, Clegg, Glavin, Harbo, Rosen, Tracy, McGuire, Hendon and Mumford. JKM

file but shall be retained until the property is returned or a new receipt for the property is obtained at the time of the annual inventory. Property charged to an employee shall be returned to the Legal Attache as soon as it has served its temporary purpose and upon its return a proper notation to that effect is made upon the receipt signed by the employee. Standard equipment obtainable in most offices should not be taken to new offices of assignment.

SECTION 6N - EXPENSE ACCOUNTS

(6-f) Personal shipments by freight shall be handled individually by the employee whose property is being shipped. The shipment shall be packed and crated. In shipments from the United States the Bureau shall be advised as to the location of the shipment, its ultimate destination, as complete a description as possible, and the name of the concern that will handle the packing and original shipment of the material. The shipment may be turned over then to such local concern with the request that a packing list showing the number, weight, size, and contents of each crate, box, or package be sent to the United States Despatch Agent, 45 Broadway, New York 6, New York, who will furnish them shipping instructions. The United States Despatch Agent will advise the transportation company to which port of exit the shipment shall be sent. The Bureau will reimburse the employee for the cost of shipment, but not for insurance. In making personal freight shipments to the United States the shipment shall be consigned to the United States Despatch Agent at New York or New Orleans and prepaid by the employee. Upon arrival in the United States the employee shall forward to the United States Despatch Agent the keys and duplicate customs declaration requesting that the shipment be cleared through customs and shipped to a specified address. The word "Confidential" shall be placed after the employee's signature.

GRH/grv
1-14-46

COPY:FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : Mr. R. T. Harbo DATE: January 21, 1946

FROM : D. J. Parsons

SUBJECT: PROPOSED SAC LETTER

There is attached hereto a proposed SAC letter which has been prepared in accordance with the suggestion made by the Director in his memorandum of January 14, 1946, that suggestions of field Special Agents be solicited. It will be noted that this SAC letter which we have prepared relates primarily to technical equipment and it is suggested that it be referred to the Training and Inspection Division in order that they may amend it to widen its scope and include problems other than those of concern to the Laboratory.

Attachment - Approved by Exec Conf 1/25/46
Present: Messrs. Tolson, Glavin, Tracy, Nichols, Clegg, Rosen, Hendon, Harbo

DJP:FLM:EB

#323013
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RECORDED & INDEXED

66-2554-4417

FEB 7 1946

FEB 13 1946

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THE DIRECTOR

2/6/46

EXECUTIVES' CONFERENCE

The Executives' Conference on January 24, 1946, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg, considered the inquiry of FBI NA graduate Cleo Baca as to whether he would be able to take the two weeks' specialized training offered at the conclusion of the current session of the Academy. Baca is presently employed by the United States Secret Service at the Bureau of Printing and Engraving.

The Executives' Conference did not believe that Baca was eligible since he is employed by a Federal agency and in such employment with the Secret Service he would not be eligible to attend an initial session of the Academy as a regular student and, for this reason, the Conference believe unanimously that he should be considered ineligible. He had made his inquiry of Special Agent McGivern of the Washington Field Office who will be informed if the Director approves.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

RECORDED 166-2554-4418
FBI
32 FEB 8 1946

INDEXED 41 MX-63

HHC:ER

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/92

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 11 1945

THE DIRECTOR

2/6/46

EXECUTIVES' CONFERENCE

The Executives' Conference of January 24, 1946, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg, considered the suggestion of stenographic instructor, Miss Beulah Wolfe, based upon her conversation with Miss Gandy concerning the assembling of Executives' Conference memoranda.

It had been observed that various methods of assembling such material were practiced, and it was recommended that the Stenographers' Manual be changed to read as follows:

"The proposed reply to a suggestion letter and any instructions to Bureau officials or the field based on the suggestion letter should be assembled individually. The incoming suggestion letter should be stapled to the original of the Executives' Conference memorandum. In clipping the above correspondence together, each outgoing communication is staggered, and the Executives' Conference memorandum is clipped on top."

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

HHC:ER

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/92 BY

166-2554-4419

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

THE DIRECTOR

2/6/46

EXECUTIVES' CONFERENCE

The Executives' Conference on January 24, 1946, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg, considered the suggestion set forth in a memorandum from Mr. Callan to Mr. Rosen based upon conversation with certain In-Service agents developing the suggestion that "62-Miscellaneous" cases be included in the Bureau's manual and handbook as types of cases which can be closed in field offices by a memorandum.

This matter was considered at the Executives' Conference and since the classification "62-Miscellaneous" so often includes requests for investigations from the Bureau and since this classification was also used for many special investigations, it was believed unwise to issue blanket authority that such cases be closed administratively by memorandum. Therefore, the suggestion was recommended unfavorably by unanimous vote of the Conference.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

HHC:ER

RECORDED & INDEXED

12966-2554-4420

31 FEB 8 1946

EX-99

#323013

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DATE 8/20/92 BY Spsicibco

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 8 1946

COPY

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

AR:MP

TO : THE DIRECTOR DATE: 1946

FROM : The Executive Conference

SUBJECT: PRESIDENTIAL PARDONS GRANTED TO MEMBERS OF THE ARMED FORCES

The Executive Conference on January 30, 1946, with Messrs. Tolson, Tracy, McGuire, Hendon, Nichols, Mumford, Clegg, and Rosen in attendance, approved the attached Bureau Bulletin which advises that on December 24, 1945, the President issued a proclamation granting pardons for Federal offenses committed by members of the Armed Forces before enlistment. The Pardon Attorney furnished the Bureau with copies of this proclamation, which states that all members of the Armed Forces who enlisted or were inducted into the Services on or after July 29, 1941, and who have served one year or more, and who are honorably discharged, shall receive such pardon.

Very truly yours,
FOR THE CONFERENCE

Director's Notation: "OK H."

Clyde Tolson, Chairman

Attachment
cc-Mr. Hendon
Mr. Clegg

RECORDED
Edward A. Tamm

66-2554-4421

FEDERAL BUREAU OF INVESTIGATION

U. S. DEPARTMENT OF JUSTICE

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57 FEB 18 1946

THE DIRECTOR

2/5/46

EXECUTIVES' CONFERENCE

The Executives' Conference on January 30, 1946, those present being Messrs. Tolson, Tracy, Hendon, Harbo, McGuire, Mumford, Rosen and Clegg, considered the inquiry of the Baltimore Office as to whether the Bureau would assist in conducting a traffic survey in the town of Hyattsville, Maryland. It was pointed out that the congested traffic problem in Hyattsville has been a serious one and the subject of considerable publicity in the city and county newspapers.

The Executives' Conference unanimously recommended that it be an established policy of the Bureau that no such traffic surveys would be conducted by any Bureau representative as the survey work was too remote from our responsibilities, and it was recognized that the Bureau would not conduct all-round surveys of police departments except in such special fields as records and fingerprints in which the Bureau has been designated specifically as the national clearing house and has the responsibility of maintaining uniformity.

If this is approved, the Baltimore Office is being advised that the Bureau is unable to lend such assistance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

HHC:ER

RECORDED & INDEXED

66-2554-4422

#323013

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DATE 8/20/90 BY Sgt Cuffe

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 2 1946

THE DIRECTOR

2/6/46

EXECUTIVES' CONFERENCE

The Executives' Conference on January 24, 1946, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg, considered the suggestion of Mr. J. A. Carlson that in connection with the proposed deletion of four obsolete sections of the National Defense Manual and the amendments by way of elimination of the obsolete portions of numerous other sections such modifications of the National Defense Manual be held up for 90 days for the following reasons:

1. The Mechanical Section presently has a large number of manual changes that have already been approved and which are awaiting printing.

2. There are other heavy burdens on the Mechanical Section which would make the reprinting of the National Defense Manual at this time impractical since its urgency does not exist.

3. It was believed that after 90 days it would be possible to discontinue many other sections of this manual and perhaps eliminate the National Defense Manual as a separate manual and at that time add the portions which are pertinent and continue to the revised Manual of Instructions.

Mr. Strickland of the Security Division was of the same opinion and the Executives' Conference concurred unanimously believing that it would effect economies in the long run to wait as suggested.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

EX-10

66-2554-4423

RECORDED & INDEXED

FEB 8 1946

HHC:ER

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

291

FEB 19 1946

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/92 BY SP5ci/bca

THE DIRECTOR 2/6/46

EXECUTIVES' CONFERENCE

The Executives' Conference on January 24, 1946, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg, considered the memorandum from Special Agent Fitch to Mr. Ladd regarding the attendance of Army MP Personnel at the FBI National Academy.

The Conference considered this inquiry and believed that the present rules which do not permit the attendance of such personnel at the Academy be continued and that Mr. Fitch be authorized to notify the official who made the inquiry accordingly.

The inquiry was made by Major Clarence T. Lundquist of the Provost Marshal General's Office.

I most thoroughly concur
H

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

HHC:ER

#323013

RECORD & INDEXED

66-2554-4424

EX-64

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 12 1946

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

SCHOOL FOR FIELD CHIEF CLERKS Training Schools

February 7, 1946

The Executives' Conference on February 6, 1946, those present being Messrs. Tolson, Tracy, Harbo, Ladd, Mumford, McGuire, and Clegg, unanimously approved the recommendation that there be held in Washington two schools for Chief Clerks of field offices with representatives of half the offices present at one school beginning on April 15th and continuing through April 19th and the other half attending a school beginning April 29th and ending May 3rd. The Chief Clerk's Office will select the offices to be represented in each of these schools.

There is attached hereto a one week's program to be given to each of these classes. It was also agreed that either the actual Chief Clerk or a principal clerical employee selected by the SAC could attend whichever it was felt would be more profitable to the field office.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/20/92 BY Sgt/Lee

RECORDED & INDEXED

66-2554-4425

E B I

FEB 8 1946

cc - Mr. Hendon
Mr. Clegg

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

FEB 12 1945

THE DIRECTOR

February 7, 1946

THE EXECUTIVES' CONFERENCE

ALIEN ENEMY REGISTRATION FORMS

The Executives' Conference on February 6, 1946, those present being Messrs. Tolson, Tracy, Harbo, Ladd, Mumford, McGuire and Clegg, approved the recommendation of Special Agent Supervisors J. A. Carlson and J. C. Strickland for the elimination of Alien Enemy Registration Forms FD-90, FD-91, FD-97, FD-98, FD-99, FD-100 and FD-101 which are in the FBI Form Book but which are now obsolete.

The attached letter to all SACs will instruct them to remove these forms from the form book if the Director approves.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

#323013
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HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY [illegible]

66-2554-4426

EX-RECORDED & INDEXED
64 167

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

cc - Mr. Hendon
Mr. Clegg

HHC:PJ

FEB 12 1946

THE DIRECTOR

February 7, 1946

EXECUTIVES' CONFERENCE

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY [illegible]

Instructions were recently issued that the San Francisco and Los Angeles Offices should cease utilizing the State teletype system for the purpose of communicating with Special Agents out of the headquarters city. It had been determined that they were following the practice of reporting movements of Agents by this medium and of sending investigative instructions in routine cases over the system. SAC Hood has requested reconsideration, recommending that the system be utilized as in the past for the following reasons:

1. That it is more economical since for one month a check determined that the messages costing $28.00 on the State teletype facilities would have cost $250.00 over commercial facilities.

2. That it is more prompt since police departments make it a point to communicate with the Agent any time there is a teletype for him, while commercial telegrams are taken back to the office during the Agent's absence during the day and are not available until they actually return to the resident agency.

3. That the use of the State facilities forces Agents to maintain closer contact with the police departments.

4. That no difficulties have been encountered in the past, that the press generally does not pay any particular attention to the communications coming in on the machines and in many instances they are so arranged in police departments that the press does not have direct contact with the machines.

The Conference reconsidered this question and for the reasons above Messrs. Tracy, Harbo, and Mumford recommend that the use of the State facilities be permitted to San Francisco and Los Angeles and also be extended to San Diego. The remainder of the Conference consisting of Tolson, Glavin, and Hendon recommend against the use of State facilities. They are of the belief that such use constitutes a potential danger and that inevitably embarrassment will arise. They feel there is too much of a chance that highly confidential material will be sent over the system to some Agent or by an Agent of a field office which will cause trouble. They do not feel that messages which upon any occasions are easily available to the press should be sent in this manner. These members of the Conference also feel that commercial facilities will serve every matter insofar as promptness is concerned. Upon the Director's consideration appropriate instructions will be issued.

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

Respectfully,
For the Conference

E. A. Tamm

Clyde Tolson

cc Mr. Clegg
Mr. Hendon

RECORDED & INDEXED

66-2554-4427

EX-95

FEB 8 1946

70 FEB 12 1946

THE DIRECTOR

2/6/46

EXECUTIVES' CONFERENCE

The Administrative Division of the Bureau has submitted a form letter to be addressed by field offices to the Bureau to notify the Bureau of the arrival or departure of employees on special or court assignments. The Administrative Division advises that this form would be a simplified and easy method of reporting these arrivals and departures.

The Executives' Conference on January 24, 1946, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg, unanimously approved this as a required form.

If the Director approves, the form will be prepared and included in the form book and instructions will be issued accordingly.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

HHC:ER

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY Sgt Wilbur

RECORDED & INDEXED 166-2554-4428
206 19 FEB 8 1946

X-64

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

12 1945

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

U.S. MARINE POLICE SCHOOL
QUANTICO, VIRGINIA

February 7, 1946

The Executives' Conference on January 31, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Mumford, Rosen and Clegg, approved the request of officials from the Marine Corps at Quantico for representatives of the Bureau to appear two nights each week for six weeks before the Marine Corps Police School on subjects which relate solely to criminal investigations. Attendance by Marine Corps personnel will be voluntary. The number to attend can not be determined in advance and any Marines on the reservation will be permitted to attend if they care to although the general purpose is to train for Marine police work.

Mr. Glavin recently contacted Marine Corps officials in Washington and it was ascertained that they have officially approved this school. In view of the cooperativeness of the Marine Corps at Quantico, in view of the official request which has been made and as the instructors of the Training and Inspection Division will gladly volunteer their time for this assignment the conference unanimously recommended approval for one school of six weeks of this type in which the Bureau representatives will participate.

Respectfully
For the Conference,

Clyde Tolson

E. A. Tamm

#323013

RECORDED & INDEXED

66-2554-4429

EX-64

FEB 8 1946

Tolson
E. A. Tamm
Clegg
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Glavin
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Nichols
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Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

Mr. Hendon
Mr. Clegg

HHC:PJB

THE DIRECTOR

February 5, 1946

The Executives Conference

The Executives Conference consisting of Messrs. Tolson, Mumford, Ladd, Harbo, Glavin and Nichols reconsidered the matter of sending the FBI Law Enforcement Bulletin to law enforcement officers outside the Western Hemisphere. The Conference had previously recommended that this be deferred for further consideration until November of this year, but the Director asked that it be reconsidered on February 1.

The Conference was of the unanimous opinion that any law enforcement officer outside the Western Hemisphere who requests the Law Enforcement Bulletin should be placed on the mailing list.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Hendon

cc - Mr. Clegg

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY SJC/bc

RECORDED & INDEXED

77 66-2554-4430

FEB 8 1946

EX - 64

LBN:SL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

20 FEB 12 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

#323013

February 8, 1946

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/21/92 BY SP5 Cilbe

The Conference considered the practice of long standing in the Laboratory which involves referring to some other Federal agency material submitted for examination, when it appears that a Federal violation within the jurisdiction of the other agency is involved. Most such instances have consisted of referrals either to the Secret Service or to the Narcotics Bureau. This procedure has been followed whether the material was received from a private citizen or from a local law enforcement agency, and has been based on the usual Bureau practice of referring matters of interest to other Federal agencies.

However, last month, a United States Government check suspected of having a forged endorsement was referred to the U. S. Secret Service after receipt by the Laboratory from the Chief of Police, Keene, New Hampshire. The Boston Field Division has advised that the Chief was unhappy over the fact that the Bureau referred the evidence to the Secret Service. He pointed out that there was a State violation involved, inasmuch as the check was stolen from a private residence, and he felt that he had a right to expect that the evidence would be examined or that it would be returned to him if we did not feel we should examine it.

The Conference, consisting of Messrs. Tolson, Glavin, Clegg, Ladd, McGuire, McCabe, and Harbo, was unanimously of the opinion that in the future the following policy should be followed in handling evidence submitted to the FBI Laboratory which is of possible interest to other Federal agencies but which may also involve a violation of State laws.

1 - That all such matters received from private citizens be referred by us directly to the interested Federal agency.

2 - Submissions from police agencies: The Laboratory will conduct the examination in all instances where we are equipped to handle it, submit the report and return the evidence to the contributing agency. The Laboratory report will include a statement that the matter may constitute a violation within the jurisdiction of a specified Federal agency.

3 - In the event an examination is requested which we are not in a position to handle, the evidence will be returned directly to the

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 1 1946

MX-50

RECORDED & INDEXED

66-2554-4431

local contributing agency with such suggestions as may appear appropriate under the circumstances. It is anticipated that there will be few, if any, such cases.

There is attached a letter to the Chief of Police at Keene, New Hampshire, in the event the proposed policy is approved.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

THE DIRECTOR

February 8, 1946

THE EXECUTIVES' CONFERENCE

APPLICATION OF DREXEL GIBSON FOR FBINA

The Executives' Conference on February 6, 1946, those present being Messrs. Tolson, Tracy, Harbo, Ladd, Mumford, McGuire and Clegg, considered the recommendation of Legal Attache Clarence W. Moore of Panama City that Drexel Gibson, a civilian and Chief of the Civil Intelligence Section of the Canal Zone, be approved for attendance at the next session of the FBI National Academy. Gibson is a civilian recently appointed to succeed an Army Officer in charge of this work during the war although it was a civilian agency prior to the war. It is the Intelligence Unit of the Panama Canal. Gibson's relations with the Bureau are friendly. He was recommended by the previous civilian Director. The Governor of the Canal Zone has obtained clearance for Gibson to attend and has the funds to pay his expenses and Legal Attache Moore believes that Gibson is an ideal candidate. It is uncertain as to whether Gibson would be able to attend the April or July session. The Conference recommended that he be approved and if agreeable to the Director it is suggested that a wire be sent to the Legal Attache advising that Gibson would be eligible to attend the April session of the Academy.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

#323013

RECORDED & INDEXED

66-2554-4432

Tolson
E. A. Tamm
Clegg
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Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Candy

cc - Mr. Clegg
Mr. Hendon

HHC:PJ

THE DIRECTOR

THE EXECUTIVE CONFERENCE

#323013

February 5, 1946

The Conference considered a proposal that smoking be permitted in administrative offices of the Bureau on the 6th and 7th floors of the Department of Justice building. It was pointed out that smoking is presently permitted in all administrative offices in Bureau space both in the Justice building and the Armory with the exception of the 6th and 7th floors of the Justice building. Thus the restriction applies only to administrative offices occupied by the Laboratory and the Records Section. On those floors, employees are permitted to smoke in rest rooms and in elevator lobbies. In order to make the rule uniform throughout the Bureau, it was proposed that smoking be permitted in the administrative offices of the Laboratory and the Records Section. As at present, smoking would not be permitted in the working space either in the Laboratory or in the Records Section. Evidence is constantly under examination in the Laboratory working space, but is not handled in the administrative offices.

This distinction is comparable to that observed in other Divisions of the Bureau, such as the Identification Division where smoking is permitted in the administrative offices but not in the working space; the Training Division where smoking is permitted in administrative offices but not in classrooms; the Mechanical Section where smoking is permitted in the administrative office but not in the working space.

Consideration was given as to whether employees assigned to working space would feel discriminated against as compared with those occupying administrative offices, but it was felt they would recognize the distinction as a reasonable one and this is borne out by experience in those Divisions where the proposed rule is already in operation.

The Conference, consisting of Messrs. Tolson, Glavin, Tracy, Clegg, Ladd, McGuire, Mumford, Rosen, and Harbo unanimously recommend that smoking be permitted in administrative offices of the Laboratory, including the offices of the Section Chiefs, and in the offices of the Records Section supervisors on the 6th and 7th floors. This would result in a uniform rule throughout the Bureau.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED 66-2554-4433

INDEXED

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc-Mr. Clegg
Mr. Hendon

MTH:AF

TO: THE DIRECTOR

February 6, 1946

FROM: THE EXECUTIVES' CONFERENCE

SUBJECT: MICROPHONE INSTALLATION
SAN FRANCISCO OFFICE

The Executives' Conference on January 31, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Lumford, Rosen and Clegg, considered the suggestion from the San Francisco Office that they be authorized to install a microphone in one of the interview rooms. They have no such microphone in a conference or interview room at this time although such equipment is located in the office of the SAC, the ASAC and in a detention cell.

The conference unanimously approved the installation of this microphone in interview room 1720 of the San Francisco Office. If approved there is attached hereto a letter to the San Francisco Office accordingly.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

#323013

30 RECORDED & INDEXED 66-2554-4434

51 FEB 12 1946

THE DIRECTOR

2/8/46

THE EXECUTIVES' CONFERENCE

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/21/92 BY Sp-2/Bu

TRAINING ON FEBRUARY 22, 1946
TRAINING AND INSPECTION DIVISION
In-Service Classes and National Academy

The Executives' Conference, Messrs. Glavin, Harbo, Ladd, McGuire, McCabe and Clegg being present, gave consideration to the fact that February 22 is a legal holiday and in connection with the Training Schools, the following recommendations were made: (1) that the FBI NA be excused on that date from all classes and since this holiday is on Friday it will permit those who reside in nearby areas to visit their homes over the holiday and weekend if they care to. One-half the class will be at Quantico receiving firearms training and any of the members of the class who voluntarily desire to remain the additional day for this training will be permitted to do so and an instructor will be on the range prepared to give them the additional training. The other half of the class scheduled to be in Washington for regular classroom activities will be excused. (2) As for In-Service Classes, it was believed that since one class would be at Quantico, they should continue with the regular In-Service training and another class would be completing its final day of In-Service training on this holiday (Friday) and it was believed by the conference that the Agents in the class would prefer to remain in class on this holiday and be given compensatory leave of an equivalent amount upon their return to their own headquarters where, for the most part, their families are located.

The present procedure which requires that In-Service Classes at Quantico perform work on Saturday and Sunday is handled by an announcement before the In-Service Class on the opening day to the effect that it was believed that the Agents would prefer to take compensatory leave on an hour-for-hour basis upon their return to their field offices and thus continue their In-Service Training on Saturday and Sunday and that if this was agreeable to the members of the class, such compensatory leave will be granted upon their return to their field offices. They are also advised that if this is not agreeable, instead of electing to receive over-time pay which the law permits, those who might desire the over-time pay rather than compensatory leave should not attend class on Saturday and Sunday. To date no Agent has expressed a preference for over-time pay or for not attending class, in accordance with the announcement. It is believed that a similar announcement should be made to the Agents who will attend In-Service Classes on February 22 and this announcement would apply to the holiday as well as to the Saturday and Sunday attendance at these In-Service Schools.

The Executives' Conference unanimously approved holding the In-Service Classes this holiday with the announcements to be made as indicated.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Hummord
Stanke
Quinn Tamm
Nease
Gandy

cc - Mr. Hendon
Mr. Clegg

FEB 12 1946

RECORDED

INDEXED

66-5554-4435

COPY: FC

SONAL ATTENTION

SAC, Washing 25, 1946

John Edgar Hoover - Director, Federal Bureau of Investigation

BLACK MARKET IN RAILROAD TRANSPORTATION,
WASHINGTON, D. C.
MISCELLANEOUS

Reference is made to the publicity which appeared in the Washington Times-Herald newspaper January 23, 1946, in which it was stated two reporters were able to secure railroad pullman reservations by the payment of money in excess of established rates, whereas the general public was unable to purchase such tickets at the railroad ticket office.

Your attention is directed to Bureau Bulletin No. 11, dated February 9, 1944, wherein I advised the Field of our agreement to cooperate with the Office of Defense Transportation in eliminating the Black market in railroad transportation. By letter dated March 7, 1944, market "Personal Attention" each Special Agent in Charge was instructed to immediately initiate an investigation into the widespread scalping and profiteering of railroad and pullman tickets. You were instructed at that time to cause a survey to be made and to make arrangements for sources of information to keep you advised of any violation with respect to this matter.

A review of the Bureau files was made after the above publicity appeared and failed to reflect that your Office had advised the Bureau of any black market activities in connection with railroad and pullman tickets in the Washington, D. C. area. Since your Office has not reported any apparent black market violations with respect to railroad tickets, it is apparent that your informants and sources of information are not alert and indicates a state of apathy on your part in not having such matters reported to you.

You are instructed to advise the Bureau immediately the results of your investigation with respect to the article which appeared in the Washington Times-Herald.

Je

1-29-46 - approved by Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Hendon and Mumford. - JKM

GRL:MMC

COMMUNICATIONS SECTION
JAN 30, 1946

RECORDED

66-2554-4436
FEDERAL BUREAU OF INVESTIGATION
FEB 11 1946
U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
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DATE 8/21/92 BY

#323013

ORIGINAL FILED IN 62-74116-C-29

30 FEB 14 1946

70 FEB 13 1945

RECORDED 66-2554-4437

FEDERAL BUREAU OF INVESTIGATION

FEB 12 19

U. S. DEPARTMENT OF JUSTICE

DETAILS ON ORIGINAL - 5

EX-58

C

ORIGINAL COPY FILED IN 66-20-1095

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR

DATE: 2-4-46

FROM : D. M. LADD

SUBJECT: [PROPOSED [redacted]

b2
b7E

Reference is made to the memorandum of Mr. A. Rosen, dated January 10, 1946, in which it was stated that the [redacted]

b2
b7E

consideration of all factors involved, it does not appear that [redacted]

RESULTS OF INSPECTION BY
SA JAMES P. KIRKLAND

According to Mr. Kirkland, [redacted]

b2
b7E

[redacted]

b2
b7E

[redacted]

JDD:mod

ORIGINAL PASTE UP
MAY BE SPITED

[redacted] b2 b7E

DISADVANTAGES OF PROPOSED [redacted] b2 b7E

[redacted] b2 b7E

Another undesirable factor enumerated by Mr. Kirkland was the absolute lack of [redacted] b2 b7E

A further disadvantage lies in the fact that the [redacted] b2 b7E

ADVANTAGES OF PROPOSED [redacted] b2 b7E

The following advantages of this [redacted] were enumerated by Mr. Kirkland: b2 b7E

1. It would be more economical to [redacted]

2. [redacted] b2 b7E

CONFIDENTIAL

3. [redacted]

b2
b7E

SUGGESTION THAT [redacted]

b2
b7E

The aforementioned factors involved in the proposed change were discussed by Mr. Kirkland with SAC Conneline who agreed with Mr. Kirkland that in view of the disadvantages a [redacted]

b2
b7E

Mr. Kirkland made a [redacted]

b2
b7E

The only [redacted] to be considered, therefore, would be that of [redacted]

b2
b7E

Should this not be possible, [redacted]

b2
b7E

[redacted] b2 b7E

RECOMMENDATION OF SPECIAL AGENT JAMES E. KIRKLAND

Mr. Kirkland concluded that, based upon his examination of the proposed [redacted] b2 b7E and these are set forth as follows:

1. [redacted] b2 b7E

2. A much better control over personnel assignments could be maintained and also a greater flexibility of assignment would be possible.

3. This type of operation would be highly economical.

4. [redacted] b2 b7E

5. [redacted] b2 b7E

6. Due to the limitation of assignment periods to eight hours on the basis of the 40-hour week, a hazard is presented to [redacted] b2 b7E

Memorandum for the Director

[redacted]

BUREAU POLICY REGARDING [redacted]

b2
b7E

The Bureau has consistently maintained that [redacted]

b2
b7E

RECOMMENDATION

For your approval there is attached a letter to the [redacted] granting authorization to [redacted]. This authorization is based upon the recommendation of Special Agent James L. Kirkland and the SAC at [redacted] would be more practical from a security and economical standpoint [redacted]

b2
b7E

Approved by Executives Conference with Messrs. Tolson, Ladd, Clegg, Tracy, Harbo, McGuire and Mumford present, February 6, 1946.

JKM

Attachment

COPY: TC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 1/ /46
OJK:RH

FROM : A. ROSEN

SUBJECT: SUGGESTED BUREAU BULLETIN
REPORT WRITING - COPIES TO
BUREAU MARKED "FILE"

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY

BACKGROUND

Upon the institution of the deserter program, this program was so set up that reports in deserter cases are not reviewed by the Supervisor at the Bureau in view of the large volume of these cases. It should be noted that full utilization is made of teletypes of apprehension and that, accordingly, no review of written investigative reports is necessary.

The field has previously been advised that reports in deserter cases, even where the subject is carried as a fugitive, are not reviewed at the Bureau and it is well understood that information of interest to the Bureau must be brought to the attention of the Bureau by letter or teletype in these cases.

The present rule in connection with Selective Service cases where subjects are carried as fugitives provides that reports which do not contain statistics and which need not be directed to the Bureau's attention before being filed are to be stamped for the file except where initially reporting a fugitive subject, reporting apprehensions, etc. It will be noted that these exceptions would not be required in connection with deserter reports inasmuch as teletype are utilized for posting such information.

During the period from December 3, 1945, to January 9, 1946, a period of slightly over one month, a count was made by the Deserter Desk and it was ascertained that 6,658 reports were received during that period of time. These reports were initialed for the file without being reviewed and it is estimated that the total time required for this handling was between eighteen and nineteen hours.

RECORDED

66-2554-4438

FEDERAL BUREAU OF INVESTIGATION
FEB 12 1946
Date February 7, 1946

PROPOSED BULLETIN

The attached bulletin would place reports in deserter cases on the same basis with reports in the thirty-five classifications of Bureau cases listed in Bureau Bulletin #11, Series 1945, Section B, dated February 7, 1945. As a consequence, reports in routine deserter cases would be stamped with the word "File" by the Supervisor in the Bureau office prior to forwarding the report to the Bureau. Issuance of such instructions would eliminate a great deal of unnecessary work on the Deserter Desk.

ACTION RECOMMENDED

It is recommended that the attached Bureau Bulletin be issued to the field.

ADDENDUM - On January 30, 1946, the Executive Conference approved the attached Bulletin, with Messrs. Tolson, Tracy, McGuire, Hendon, Nichols, Mumford, Clegg and Rosen attending.

Attachment

Director's Notation: "OK H"

RFC:MFC

MR. NICHOLS 1-28-46

R. F. CARTWRIGHT

DESTRUCTION OF OBSOLETE RECORDS

Some months ago after conclusion of an inventory of all field records we presented a request to the National Archives for authority to dispose of closed Field Divisions' files which had been transferred from offices of the Bureau previously closed to other offices. For example, the Chicago Field Division was in possession of six file cabinets full of closed cases transferred from the Milwaukee Field Division around the year 1925. Other offices had material in a similar category. There was a total of about 108 cabinets of such files throughout the field and the period covered by these files in various offices was from the years 1910 to 1938.

Approval was received from the National Archives during April 1945, for the destruction of this material and letters were forthwith written to the field offices concerned instructing that the files be destroyed. At this point all offices have advised of destruction except New York, Philadelphia, and Portland and letters have been submitted to the latter three offices requesting advice as to the situation at this time.

Since the inventory was made last year a number of letters from various field divisions have been received suggesting destruction of obsolete material, destruction of extra copies of Bureau reports, etc. These suggestions are motivated evidently by space and file cabinet equipment conditions. Most of them have been of a piecemeal character. For instance, the suggestion that extra copies of Bureau reports be destroyed, which has come from various sources, is not, I believe, tenable from time and cost considerations. No doubt the deletion from the field files of extra copies of reports would reduce them substantially in size but the procedure of going over these files for that purpose would be lengthy, cumbersome, and costly from an employee's time standpoint.

In whatever direction we move on the problem of field files it will be necessary first to obtain approval from the National Archives Council for their destruction. I believe that whatever approval we need for the destruction of closed Field Divisions' files would be forthcoming on the basis that they are duplications of the original reports which are maintained in the central files of the Bureau.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/24/92 BY Specific-64

59 FEB 19 1946

RECORDED & INDEXED 216

66-2554-4439

FEDERAL BUREAU OF INVESTIGATION FEB 11 1946 U. S. DEPARTMENT OF JUSTICE

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-3286-196

The inventory of field files developed last year as of May 1, reflected that up to January 1, 1924, we had 6,805 classified files; as of January 1, 1940, we had 593,495 classified files; and as of May 1, 1945, we had 2,560,568 classified files. It can be seen that the vast preponderance of our classified files have been accumulating since January 1940.

In addition to the classified files, that is, those files set up under the Bureau's present classification system, there are throughout the field some amounts of older, unclassified material dating back to years prior to 1924, such as the miscellaneous and old German categories. From the inventory reports received from the various field divisions much of this material is in very poor condition in the field, is unindexed and consequently of very negligible value. It is believed that the Bureau may wish to take action in the matter of destruction of this material possibly after review by inspectors or other qualified personnel sent out to the field divisions for that purpose.

In any event it is felt that in the course of the ensuing months it may become necessary to greatly reduce all our older files in the field to make room for current expansion needs.

RECOMMENDATION:

It is accordingly recommended that the attached memorandum be sent to the Administrative Division of the Department of Justice attaching National Archives form #108, requesting approval for the destruction of all closed field divisions' files on the basis they are duplicates of the original files maintained at the Seat of Government. If such approval is obtained the Bureau will be under no obligation to destroy all its closed field files but can, at its discretion, destroy whatever categories or types it desires. If this recommendation is approved consideration can then be given the actual destruction of certain field files pending authority of the National Archives.

ADDENDUM; LBN:hbm; 2-1-46

The foregoing was unanimously recommended by the Executives Conference consisting of Messrs. Tolson, Rosen, Mumford, Clegg, Hendon, Harbo, Glavin and Nichols.

COPY: FC

January 31, 1946

#323,013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY Sp/cj/bw

Mr. S. K. McKee
Federal Bureau of Investigation
U. S. Department of Justice
1836 Raymond-Commerce Building
Newark 2, New Jersey

Dear Mr. McKee:

Reference is made to your communication of January 11, 1946, with which you transmitted copies of a suggested amended Bureau form, FD 113, it being believed by you that if the changes as reflected are made, considerable clerical time will be saved by obtaining the necessary information for the preparationof the administrative report from the Special Agents.

The Bureau has given careful consideration to your recommendation of the proposed amended Bureau form, FD 113, but feels that the savings in clerical time would be offset in the loss of Agents' time and, therefore, is opposed to the adoption of the suggestion.

Although it has not been possible to adopt your suggestion, I do wish to take this opportunity of expressing to you my sincere appreciation for the interest which you have shown in submitting it to the Bureau.

Sincerely

J. Edgar Hoover

The Executive Conference of 1/25/46 consisting of Messrs. Tolson, Hendon, Rosen, Clegg, Nichols, Harbo, Tracy and Glavin approved the a bove letter to SAC McKee.

RECORDED & INDEXED

WRG:val

COMMUNICATIONS SECTION
FEB 1, 1946

EX-64

62-2554-4440

50 MAR 6 1946

COPY: FC

SAC, NEW YORK

FEBRUARY 6, 1946

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

APPROVED FORMS

Executive Conference

Reference is made to your letter of January 5, 1946, referring to certain forms used in the New York Office which have not been approved by the Bureau. The Bureau has given consideration to the two unapproved forms on which you requested approval. It is noted that you have discontinued theuse of all the other forms listed in your communication.

Of the two forms which you desire permission to continue to use, the Bureau approves the form captioned "Request Information From FBI, New York, on the Following," which is used by various governmental agencies in furnishing you information to serve as a brief for name checks. Although the Bureau approves this form, the Bureau does not approve your printing up the form for distribution to the governmental agencies other than that you are authorized to submit a sample copy to the agencies which make such requests, and they in turn can prepare the quantity of such forms which they desire to use in the future. This action is based upon the fact that although the form is convenient to your office and insures that adequate information will be furnished to facilitate the file check, it becomes, in fact, a part of the supply of forms to be utilized by the other governmental agencies, and the Bureau is unable to furnish the supplies for these other agencies.

The Bureau also approves the form captioned "Agents' Dictation" which is for the purpose of aiding your office in making the assignment of stenographers to agents desiring to dictate.

HHC:ER

NOTE: Approved 1/24/46 Executives Conference, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg.

COMMUNICATIONS SECTION
FEB 6 1946

RECORDED 66-2554-4441

EX-64

50 APR 4 1946

THE DIRECTOR

February 8, 1946

THE EXECUTIVE CONFERENCE

It has brought to the attention of the Conference that outgoing Laboratory reports are not reviewed in the Reading Room in accordance with the general rule that communications bearing the printed facsimile signature of the Director are not reviewed there.

The first page of the Laboratory report, a copy of which is attached hereto, is a printed form with a number of headings designed to conserve the time of typists. However, the Laboratory report is otherwise an original typewritten report, as distinguished from a printed form.

The Conference, consisting of Messrs. Tolson, Glavin, Tracy, Clegg, Ladd, McGuire, Mumford, Rosen, and Harbo, was unanimously of the opinion that outgoing Laboratory reports should be reviewed in the Reading Room in the same manner as outgoing typewritten communications prepared in other Divisions. This would not apply to any form letters used by the Laboratory where the only specially typed material consists of the name of the addressee.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

Attachment

RTH:AF

166-2534-4442

RECORDED & INDEXED

32 FEB 18 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY Sgscifbce

FEB 14 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

February 8, 1946

The Executive Conference of February 7, 1946, consisting of Messrs. Tolson, Ladd, Rosen, Clegg, Tracy, McGuire, Harbo and Glavin considered a suggestion submitted by Chief Clerk Buist W. Swaim of the Birmingham Office concerning attendance and leave records.

For the Director's information, Mr. Swaim suggests that the Bureau's regulations be revised to provide for the retention of the Field Office file copy of the Daily List of Absences for a period of 18 months (Present Regulations require that these lists of Daily Absences be retained for a period of 90 days and then destroyed.).

Swaim points out that this would enable the Field Office to have a record of leave other than the individual leave record card; that he believes by at least an annual double check of the leave record cards against the Daily Lists of Absences will reduce the margin of error; and that under the present policy of destroying these Daily Lists of Absences after a period of ninety days we have no method, subsequent to ninety days after preparation, of checking the leave record cards for accuracy.

Swaim further suggests that Bureau regulation providing that the 3 x 5 leave request slips be retained for a period of ninety days after which they may be destroyed be revised to permit the destruction of these slips after the appropriate entry has been made on the Daily List of Absences submitted to the Bureau. Swaim points out that there appears to be no reason for retaining these requests after such entry on the Daily List of Absences has been made.

RECORDED 166-2354-4443 INDEXED

The Conference was advised that the Leave Clerk in the Bureau feels that the 3 x 5 leave request slip should be retained for a period of 90 days as presently required. It was pointed out that it is felt if there is going to be any question concerning an employee taking leave, it will be within a 90 day period; and at the present time, the only record which bears the autographic signature of the employee is a 3 x 5 annual leave request, and this request could then be utilized in case there is any misunderstanding concerning leave taken. It is not felt that these annual leave request slips need be retained for a period of more than 90 days.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

PRC:val

With reference to the retention of the Daily Lists of Absences for a period of 18 months, the Conference was advised that under present regulations the Daily Lists of Absences are furnished to the Bureau; and that the record, which is the basis for reporting on the Daily Lists of Absences, is the regular Number 1 Sign-in Sign-out register of the various Divisional Offices. Since the Number 1 register necessarily must be retained for a period of two years under the present regulations, it is not felt that the daily Lists of Absences record need be kept for a period longer than 90 days; and if any check is necessary of the leave records maintained in the Field Office, such a check can be appropriately made from the Number 1 register.

The Conference agrees that the present regulations pertaining to the leave records should be continued.

Should the Director agree, the attached communication should go forward to Chief Clerk Swaim.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Clegg
Mr. Hendon

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

NA GRADUATES
OMAHA FIELD DIVISION

February 8, 1946

The Executives' Conference on February 6, 1946, those present being Messrs. Tolson, Tracy, Harbo, Ladd, Mumford, McGuire and Clegg, considered the suggestion of SAC Logan of the Omaha Office that contacts be made with graduates of the National Academy every two months instead of the requirement that such contacts be made every four months as at present. He points out that every two months a report concerning the graduates of the National Academy is to be submitted with personal items as to promotions, etc. and in view of the requirement that they be contacted every four months but that a report be prepared every two months he was of the opinion that the contacts should be more frequent also.

The Executives' Conference considered this matter and felt that it would be advisable that the contacts continue as at present with a requirement for the contact at least once every four months. The report to be submitted every two months is to cover any information obtained during the two months' period which would be of interest for the FBINA News Letter and can cover the contacts made during the 60 day period and any information obtained by correspondence in order to keep fresh news items available for the News Letter. It was thought that to make a requirement that each graduate be contacted more frequently than once each four months would impose an increasingly heavy burden on the field which would not be justified.

There is attached hereto a letter to SAC Logan in this connection if approved.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

#323013

RECORDED & INDEXED

66-2557-4444

302

X-64

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Gordon
Mumford
Starke
Quinn Tamm
Nease
Gandy

cc - Mr. Gordon
Mr. Clegg

FEB 14 1946

HHC:PJ

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: January 31, 1946

FROM : THE EXECUTIVE CONFERENCE

SUBJECT:

The Executive Conference of January 31, 1946, consisting of Messrs. Tolson, Rosen, Mumford, Nichols, Hendon, Harbo, Clegg, Tracy and Glavin considered a suggestion submitted by Miss Marie Lundy of the Administrative Division concerning the disposition of old inventories.

Miss Lundy stated that there are maintained in the Chief Clerk's Office at the present time all Seat of Government inventories since 1936 and recommended that all inventories more than two years old be destroyed.

The Conference was advised that inventories are taken annually and the new inventories are balanced and brought into agreement with the inventories of the year past; and that it is the belief that these inventories need not be retained for a period of more than two years since experience has shown that it is not necessary to go back over that period of time in order to properly bring the inventories into balance.

The Conference recommended approval of this suggestion. Should the Director agree, the attached communication should go forward to Miss Lundy.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Director's Notation: "OK. H."

cc - Mr. Clegg
Mr. Hendon

RECORDED 66-2557-4445

FEB 14 1946

WEG:val

EX-52

62 #3230/3

MAR 1 1946

66-3209-19

THE DIRECTOR

THE EXECUTIVE CONFERENCE

~~CONFIDENTIAL~~

February 7, 1946

#323013

Classified by SecCifbce 8/24/92

Declassify on: OADR

The Executive Conference of February 6, 1946, consisting of Messrs. Tolson, Mumford, Ladd, Nichols, Harbo and Glavin considered the cryptographic work presently being handled by the Cryptographic Section of the Technical Laboratory.

For the Director's information, there are 33 employees in the Cryptographic Section at the present time - 30 Cryptographers and 3 clerks.

The Conference had designated a Sub-Committee of Messrs. Mumford, Harbo and Glavin to determine the worth of the work presently being performed by the Cryptographers.

The Sub-Committee reported as follows to the Conference:

Work on Hand

In the Cryptographic Section, as of January 30, 1946, there were six delinquent cases. There were 4,254 active messages being worked on and 12,907 inactive messages. In addition thereto, there were 2,436 messages from the HDZ Circuit, a former German circuit working from the continent to the Argentine. These 2,436 HDZ messages have not been read and each message is approximately 60 groups long, the equivalent of 300 letters, each letter in the cipher text representing a letter in German plain text. These messages are from a period as follows:

1942	1943	1944	1945	Total
22	866	1546	2	2436

121 of the HDZ messages can definitely be read. This will require at least 40 man days of work. Most of the 121 which can be read fall between January of 1943 and January of 1944. Some, however, were transmitted in June 1944. Of the remaining HDZ Traffic, it is difficult to determine how many messages the Cryptographic Section might be able to read or the amount of time which might be required since Cryptographers are not in a position to tell without further work how many messages they can locate in the same key. If they find 50 so associated, their decryptment would require approximately 15 man days. If they cannot find 50, the amount of time necessary to read the traffic would be increased. They point out that with 30 messages of a like key, it would take approximately 30 man days to decode that number of messages. To determine whether they have as many as 30 messages in the same key, that is to exhaust all possibilities, it would require an estimated 200 man days.

Mr. Tolson
Mr. E. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

WRG:val

~~CONFIDENTIAL~~

~~ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.~~

Type of Work Being Handled by the Cryptographic Section ~~CONFIDENTIAL~~

At the request of the Security Division, the Cryptographic Section is handling diplomatic cable and radio traffic for the following countries:

Argentina	Ecuador	Russia
Brazil	France	Spain
Chile	Mexico	Uruguay
Colombia	Peru	Venezuela
Cuba	Portugal	Yugoslavia

At the present time, the Cryptographic Section cannot read the following diplomatic messages:

Argentina	Russia
Colombia	Uruguay
France	Yugoslavia

They have been able to partially read in the past messages from the remainder of the countries.

Need for Continuing this Work

The Conference was advised that the work furnished on the HDZ traffic has been of tremendous assistance to the State Department; and that the major part of the case against the Argentine, which is of particular interest to Assistant Secretary of State Braden at the present time in making a case against the Argentine, is the result of decoded messages - the work of the Cryptographic Section. Mr. Braden is particularly anxious to secure any other information as a result of this HDZ traffic at the earliest possible date since the Argentine problem will be made a matter of conversation, conference and action at the Pan American Conference which is to be held at Rio de Janeiro in March of 1946.

Further, the diplomatic exchanges between the other South American countries are of particular importance to the State Department at the present time, particularly in view of the forthcoming Pan American Conference. The Conference was advised that the Cryptographic Section has been successful in 98 percent of the cases in Chilean traffic and 80 percent of the cases in Portuguese traffic. They have been able to furnish certain very pertinent information to the State Department concerning Chilean instructions to its Ambassador in Washington.

It was pointed out that during the United Nations Conference

MEMORANDUM FOR THE DIRECTOR

~~CONFIDENTIAL~~

at San Francisco, in view of our success in the Cryptographic Fiel we were able to keep the State Department advised of the attitude o the Spanish Government toward the discussions taking place at the Conference by decoding instructions sent from the Spanish Foreign O ce in this country and in South American countries.

It was suggested to the Conference that we continue to endeavor to the best of our ability to decode this traffic in our Cryptographic Section at the present time. It was further pointed out that Cryptography is a type of work which cannot be limited by time since it is necessary for Cryptographers to secure a sufficient amount of traffic in the same key in order to break the code. They have to have frequent analysis reflected in a great number of messages in order to determine the text of the particular groups of messages; and it has been the experience in the past, and will be the experience in the future, that cipher keys will be changed from time to time by foreign countries necessitating longer detailed work in breaking the various keys used.

It was further pointed out that since we are still in the Foreign Intelligence Field, it is incumbent upon us to furnish this assistance to the State Department or point out to the State Department that we are not in a position to furnish it. It is felt that every effort should be made to break as many of these codes as possible so that full information will be made available to Mr. Braden at the State Department concerning activities in Latin America.

The Conference further feels that if we are to continue in the SIS Field, since Cryptography is continued only for SIS, that the Cryptographic Staff should be assigned to the SIS payrolls rather than the regular Bureau rolls.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

K. It is a shame in view of fine work our section has done that Naval & Army Communications get such prestige & take so much credit.

cc - Mr. Clegg
Mr. Hendon

~~CONFIDENTIAL~~

THE DIRECTOR

2/8/46

THE EXECUTIVES' CONFERENCE

BUREAU FORM FD-73

The present requirement is that automobile register forms in field offices should be retained for a period of three years after which they may be destroyed. These forms show to whom a car was assigned on a day by day basis with information as to mileage and the like. It is at present required that a quarterly automobile report summarize the information from these cards and these forms are not serving any subsequent purpose in the field office; therefore, it was recommended by the Chief Clerk's Office that these forms be retained for three months after the submission of the quarterly automobile report after which they are to be destroyed. This will permit ample time for the correction of any errors and to answer any inquiries with reference to the quarterly automobile report.

This suggestion was unanimously approved by the Executives' Conference on February 6, 1946 those present being Messrs. Tolson, Tracy, Harbo, Ladd, Mumford, McGuire and Clegg. A letter to SAC Soucy, who asked that the time be shortened, is attached hereto advising him accordingly and there is also attached a letter to all SACs to this effect.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

166-2554-4447

RECORDED & INDEXED

31 FEB 14 1946

EX-50 73

cc - Mr. Hendon
Mr. Clegg

#323,013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Hease
Gandy

HHC:PJ

FEB 15 1946

THE DIRECTOR 2/14/46

EXECUTIVES' CONFERENCE

The Executives' Conference on February 6, 1946, those present being Messrs. Tolson, Tracy, Harbo, Ladd, Mumford, McGuire and Clegg, unanimously recommended the suggestion that the attached program for a police instructors' school lasting for ten days (two weeks, Monday through Friday) be approved for a new police instructors' school to start in March as soon as the Chief Clerk's Office will be able to issue appropriate instructions cancelling the regular In-Service training and calling for the police instructors' school to report on Monday in lieu of the In-Service school.

There is also attached hereto a list of 99 Special Agents located at or desirous of being assigned to field offices where there is a present need for police instructors. This list has been reviewed first by having the personnel files examined and also it has been approved by the Personnel Office. Although there are 99 Special Agents listed, there would probably be no more than 80 of them available to take the police instructors' course. Those who have not finished the current series of In-Service classes would remain for regular In-Service classes beginning upon completion of this police instructors' school. Those who have already taken the In-Service course would return to their office upon the completion of the ten days' training.

It was believed that the training of these Agents would be much to their personal development as it has been found that such training and experience improves personality. It also will make more police instructors available, thus reducing the amount of travel without field police districts for the purpose of conducting field police schools.

The Executives' Conference approved the attached list.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

66-2554-4448
F B I

24 FEB 15 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC: Mr. Hendon
Mr. Clegg

HHC:TR

EX-1

1945

COPY: FC

SAC, BIRMINGHAM

FEBRUARY 6, 1946

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

Reference is made to your letter dated January 5, 1946, suggesting that the Manual of Rules and Regulations be amended to permit the retention of memoranda prepared by SACs for the personnel of his office so long as the Special Agent in Charge who prepared them continues to be in charge of the same office.

The Bureau has given consideration to your suggestion and in view of the changing status of the personnel assigned to a field office, it is believed that in the event a memorandum issued more than one year ago is still necessary in so far as its instructions are concerned it would be well to reissue the instructions. For this reason, the Bureau believed that the present rule of requiring the destruction of the contents of such files after one year should continue as a desirable practice.

HHC:ER

NOTE: Approved Executives' Conference 1/24/46, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg.

COMMUNICATIONS SECTION
FEB 6, 1946

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY SP5 [illegible]

RECORDED & INDEXED

EX-86

66-2554-4449
FEDERAL BUREAU OF INVESTIGATION
FEB 14 1946
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

58 FEB 26 1946

ORIGINAL FILE IN 66-3286-1

February 1, 1946

Mr. Roscoe Ellard
Manager
Eno Foundation
Saugatuck, Connecticut

Executive Conference

Dear Mr. Ellard:

By reference from Mr. L. A. Hince, I am in receipt of your letter of January 22, 1946, in which you informed him that the executive committee had unanimously voted to invite him to become the Chairman of the Eno Foundation Committee on the Enforcement of Parking Regulations. Although your invitation is a very gracious one and is deeply appreciated, I regret that Mr. Hince has found it impossible to accept the Chairmanship of the committee because of very heavy commitments and duties with which he will be charged. It would be impossible for him to accept the responsibilities and duties of Chairman of the committee inasmuch as the period between now and May 24, 1946, when the report is to be submitted will be an especially busy one, and it would not be possible for Mr. Hince to give to this work the attention it deserves.

Permit me again to express my appreciation for your thoughtfulness. With best wishes,

Sincerely,

J.Edgar Hoover

cc: New Haven

Approved by the Executives' Conference 1-30-46
Those present were Messrs. Tolson, Tracy, Harbo, Hendon, McGuire, Newman, Rosen, and Clegg.

LAH:elw

COMMUNICATIONS SECTION
FEB 5, 1946

RECORDED

66-2554-4450

FEDERAL BUREAU OF INVESTIGATION
FEB 14 1946
U. S. DEPARTMENT OF JUSTICE

INITIALS ON ORIGINAL

58 FEB 21 1946

#323013

~~CONFIDENTIAL~~

~~#323013~~ 8/24/92

~~Classified by~~ Specified

~~Declassify on: OADR~~

JDD:FVB

The Director

D. M. Ladd

February 6, 1946

[redacted]

~~ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.~~

b2
b7E

Executive Conference

The [redacted] has requested Bureau authority to [redacted]

[redacted]

b2
b7E

NECESSITY FOR [redacted]

b2
b7E

The request of [redacted] was disapproved on November 30, 1945, and [redacted] furnished additional information in order that the Bureau might reconsider its stand and that authority might be given to [redacted]. A brief summary contained in the full details submitted by [redacted] were set forth in a memorandum to you dated January 18, 1946.

b2
b7E

Briefly, [redacted] has advised that the Communist Party intends to make [redacted] and recently several Party functionaries have visited [redacted] specifically for the purpose of discussing the steps which the Party would take to help finance the activities in the South. Also, [redacted] has been the most important state in the South as far as Communist activities are concerned. The Southern Negro Youth Congress has had [redacted] and the Southern Conference for Human Welfare has seen fit to establish a branch in that city. Through the Southern Negro Youth Congress, the Communist Party has been able to recruit from the mass of Negro youth and the organization is in daily communication with numerous Communist groups in the country. With reference to the Southern Conference for Human Welfare, [redacted] states that this is a vicious type of Communist infiltrated group. Communist leaders have referred to the organization as one of the groups in the South through which a Communist program can be spread.

b2
b7E

ORIGINAL COPY FILED IN 66-2554-736

66-2554-4451

RECORDED

FEDERAL BUREAU OF INVESTIGATION
FEB 15 1946
U.S. DEPARTMENT OF JUSTICE

With respect to the informant coverage of the three organizations mentioned above, [redacted] has pointed out that it has nine confidential national defense informants in [redacted], only one of whom is a bona fide member of the Communist Party. He is not an officer or a member of the Executive Committee and is unable to furnish information pertaining to the activities within the "inner

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECEIVED FEB 26 1946

~~CONFIDENTIAL~~

circle". Upon the basis of the above facts, authorization was given to [redacted] on January 24, 1946, to [redacted] b2 b7E

PROPOSED [redacted] b2 b7E

[redacted] b2 b7E

PROBLEMS ARISING [redacted] b2 b7E

In connection with [redacted] b2 b7E

Recent Bureau instructions have been issued and noted by [redacted] b2 b7E which are not being set forth in detail in this memorandum.

[redacted] however, the Special Agent in Charge at [redacted] has requested suggestions from the Bureau as to the [redacted] b2 b7E

SUGGESTION THAT [redacted] b2 b7E

The prime requisite for the [redacted] are enclosed b2 b7E

[redacted] b2 b7E

[redacted] (C)

[redacted] b2 b7E

[redacted] (C)

BUREAU POLICY REGARDING [redacted] (C) b2 b7E

The Bureau has maintained that [redacted] b2 b7E

[redacted] (C)

[redacted] (C) b2 b7E

[redacted]. A memorandum has recently been prepared setting forth the request of [redacted] (C) b2 b7E

Special Agent James L. Kirkland, in the course of field inspections in these matters, has stated that it is the conclusion of the Special Agents in Charge [redacted] The factors previously enumerated by Mr. Kirkland, which must be present before [redacted] could be successful, are set forth as follows: [redacted]

b2
b7E

1. [redacted]

b2
b7E

2. A much better control over personnel assignments could be maintained and also a greater flexibility of assignment would be possible.

3. This type of operation would be highly economical.

4. [redacted]

b2
b7E

5. [redacted]

b2
b7E

6. Due to the limitation of assignment periods to eight hours on the basis of the 40-hour week, a hazard is presented to [redacted]

b2
b7E

RECOMMENDATION

There is attached for your approval a letter granting authorization to [redacted] based upon the recommendation of [redacted]

Attachment

Approved by Operations Conference - with [illegible] Reid, Clegg, Tracy, Harbo, McGuire, and Mr. [illegible] present February 6, 1946
CK - H

FROM: M. A. Jones
SUBJECT: Distribution of Uniform Crime Reports bulletin

Judging from the comments of the In-Service Agents from time to time it appears that they either do not have access to the Uniform Crime Reports bulletin or are not interested enought in the publication to attempt to find copies in their respective field offices. At the present time each field office receives ten copies of this publication plus one additional copy for each Resident Agency.

Perhaps at this time the Bureau will want to consider the advisability of resuming our former practice of making one copy of this publication available to each agent. This would mean that 3,000 copies would be necessary each six months, an increase of some 2,000 copies over the number now made available to the field.

If the Bureau feels that the time is not right for changing our policy in this regard, I want to suggest that the attached insert to an SAC letter go forth at anearly date concerning this matter.

ADDENDUM: 2/5/46

The ~~Executives Conference~~ consisting of Messers. Tolson, Mumford, Ladd Harbo, Glavin and Nichols, was unanimous in recommending against furnishing the Uniform Crime Reports to each Agent but approved sending out a letter expressing the importance of making the publication available.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY Scribner

RECORDED

66-2554-4452

EX-22

FEDERAL BUREAU OF INVESTIGATION
FEB 18 1946
U. S. DEPARTMENT OF JUSTICE

INITIALS OF CLERK

6 MAR 1 - 1946

ORIGINAL COPY FILED IN 3-1-1-1

COPY:mmk

SAC, San Francisco

February 12, 1946

JOHN EDGAR HOOVER, DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

RECHARGING SERIALS

Reference is made to your letter of January 15, 1946 in which you advised that the supervisors of the San Francisco Office are setting up their tickelers on investigative cases automatically for fifteen and forty-five day periods in order to obtain compliance with the requirement that serials charged out to Agents in the Headquarters City be returned in fifteen days and those charged to agents on road trips and at Resident Agencies be returned within forty-five days.

The Bureau believes that your office is following an unnecessary burdensome practice in order to supervise the requirement for the return of serials to files. The regular ticklers on investigative cases should be set up for the examination of the file on a date which appears logical from the standpoint of the investigative requirements and needs of the particular case and not on the basis of the administrative requirement for the return of serials. A tickler can be set up by each supervisor if it is desired for a spot check examinationof a certain number of files in the Chief Clerk's Office for the purpose ofascertaining if the serials are being returned promptly. Also the Chief Clerk's Office should be informed that whenever any Agent returns serials belatedly as shown by the date of the chargeout slip the supervisor or suitable official of the office should be notified specifically so that corrective action can be taken to prevent such delays in the future and even this can be done by forwarding the chargeout skip which shows the proper date to your office with a notation as to the date of the reutrn of the serials. Then the individual Agents can be dealt with according to the facts in each situation in order to get compliance with the present requirements. It is believed that the very burdensome practice being followed is an unnecessary one and that there are other more desirable practiceswhich can be followed in order to obtain the results desired.

Approved by the Executives" Conference on February 6, 1946, those present being Messrs. Tolson, Tracy, Harbo, Ladd, Mumford, McGuire and Clegg.

HHC:PJ

Communications Section
2/12/46

RECORDED 66-2554-4453

FEDERAL BUREAU OF INVESTIGATION
FEB 18 1946
U. S. DEPARTMENT OF JUSTICE

COMM SECTION
ORIGINAL

58 MAR 18 1946

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY Sscribe

THE DIRECTOR

2/5/46

EXECUTIVES' CONFERENCE

AUTOMOBILE CHARGE-OUT FORM

The Executives' Conference on January 24, 1946, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg, considered the question as to whether the automobile record cards which are used in field offices should be maintained in Resident Agencies where there are assigned Special Agents with official Bureau cars.

The Conference felt that this was a desirable procedure in that it would reflect the location, whereabouts and assignment of Bureau cars in the Resident Agencies where official automobiles are used.

If this is approved, there is attached hereto a proposed Bureau Bulletin.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

#328013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY

cc: Mr. Hendon
Mr. Clegg

HHC:ER

RECORDED & INDEXED

126

99-XI

166-2554-4454

31 FEB 19 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

25 1945

66-6200-25

SAC, Seattle

January 7, 1946

John Edgar Hoover - Director, Federal Bureau of Investigation

MANUAL OF SELECTIVE SERVICE REGULATIONS

There is attached hereto one copy of Packet #10 for insertion in your Manual of Selective Service Regulations. Another copy of this packet is being furnished you under separate cover.

Enclosure (1)

Approved by the Executive Conference, January 10, 1946, with Messrs. Clavin Tracy, Harbo, Hendon, Nichols, Ladd and Rosen in attendance.

EW:MGM

Communications Section
1/12/46

RECORDED 66-2557-4455

FEDERAL BUREAU OF INVESTIGATION
FEB 19 1946
U.S. DEPARTMENT OF JUSTICE

#3230/3

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY Sgc/lce

57 FEB 28 1946

ORIGINAL FILE IN 66-6200-25

2/13/46

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

POLICE TRAINING COMMITTEE, IACP

Police Association

The Executives' Conference approved the recommendation that we suggest to President Fred Roff of the IACP that the following constitute the Police Training Committee of the IACP for the ensuing year:

Fred Roff	- Ex officio chairman
John L. Sullivan	- Pittsfield
Edward J. Kelly	- Rhode Island
John F. Woods	- Norfolk
J. M. Broughton	- Honorary Chairman
Walter Anderson	- Charlotte

The Conference pointed out that these representatives were close enough to Washington that we could hold a meeting with them with reasonable expectancy of their attendance at any time occasion arose.

If this is approved their names will be furnished to Fred Roff. Messrs. Tolson, Tracy, McGuire, Harbo, Mumford, Rosen, Ladd and Clegg were in attendance.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

RECORDED & INDEXED 166-2554-4456

31 FEB 20 1946

hhe:hd

CC - Mr. Hendon
Mr. Clegg

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Sandy

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY

COPY:mmk

TO: THE DIRECTOR

DATE: January 30, 1946

FROM: THE EXECUTIVE CONFERENCE

The Executive Conference of January 25, 1946, consisting of Messrs. Tolson, Hendon, Rosen, Clegg, Nichols, Harbo, Tracy and Glavin considered a suggestion submitted by the Special Agent in Charge at Milwaukee concerning the disposition of gasoline rationing records.

The SAC at Milwaukee stated that since gasoline rationing has been discontinued and the unused gasoline coupons were reported to the Bureau, there appears to be no reason for the records of unused coupons being retained at the present time.

Glavin pointed out to the Conference that immediately after gasoline rationing was ended, this particular problem was raised; and it was felt at that time that due to the fact we were receiving inquiries from time to time from the OPA concerning the distribution and use of gasoline rationing coupons, that the Field Office records should be maintained for a period of time.

At the present time, the combined record is maintained at the Seat of Government; and it is not felt that the Field Office record need be maintained. The Conference, therefore, recommends the adoption of the suggestion submitted by the SAC at Milwaukee that the Divisional Offices be advised they may destroy these records at the present time.

Should the Director approve the Conference recommendation, the attached SAC letter should go forward to the Field.

Respectfully submitted.
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachment

Director's notation "O.K.-H".

cc- Mr. Clegg
Mr. Hendon

66-2554-4457

RECORDED

INDEXED

WRG:val

#323013

INITIALS ON ORIGINAL

FEB 25 1946

COPY:mmk

TO: Mr. Nichols DATE: 2/1/46

FROM: M. A. Jones

SUBJECT: Distribution of Interesting Case Memoranda

At the In-Service Class this morning six or seven Agents complained about not having access to Interesting Cases in connection with the preparation of speeches. You will recall that just recently the field was advised in an SAC letter of a new suggested filing system for this type of material. While this will undoubtedly make more data available, I do believe that we just do not send enough copies of the Interesting Cases to the field for this type of data to be as useful as it could be. We are perhaps more interested in having a lot of speeches made now than we have been at any time in the past and it seems that everything possible should be done to insure that enought material is available.

At the present time only six copies of Interesting Cases of all types are sent to each field office. This means that Resident Agents will not have access to the material except when they go to the office and that Agents who use the material in the headquarters city more than likely will have to use it in the office since sufficient copies are not available for them to take home. One trouble with Bureau speeches is the fact that the Agents in preparing their talks do not use enough originality and do not utilize new material often enough. I believe that by sending more Interesting Cases to the field there will be a decided improvement in the caliber of Bureau speeches.

RECOMMENDATION:

In view of the above I recommend that we send twelve copies of interesting Case memoranda to small offices and twenty-five to the larger offices. This would mean quite an increase in the number which are mimeographed but I think it is justified in view of the use which will be made of the material.

ADDENDUM: 2-5-46

The Executives Conference consisting of Messrs. Tolson, Mumford, Ladd, Harbo, Glavin and Nichols recommended unanimously against the above proposal.

Director's notation, "O.K.-H."

MAJ:JW

RECORDED

THE DIRECTOR

2/14/46

EXECUTIVES' CONFERENCE

PROCEDURE TO BE FOLLOWED BY AGENTS OF THE FBI UPON RECEIVING A SUBPOENA DUCES TECUM

The Bureau has received two memoranda from the Criminal Division furnishing purported advice as to what an Agent should do when he receives a subpoena duces tecum calling for the Agent to bring official files and documents to the court. The gist of the instructions is that the Agent should bring the material with him. Perhaps it may be left in the office of the U. S. Attorney nearby and that he should have with him a certified copy of the Departmental Order advising that the contents of the Bureau's files are confidential and privileged. The instructions are not complete and clear. They do not show where the certified copy of Department Order #3229 should be obtained. Information is not available to determine the advisability of obtaining several certified copies of such order and furnishing several to each field office. The problem of producing the files in a court room where the curiosity of the defense, the jury and the judge would be psychologically bad and might cause decisions that the reports are to be made available by the Agent. What action should be taken in the event the court disagreed with the ruling of the Department and other similar inquiries are not satisfactorily and completely answered.

The Conference recommended that Mr. Rosen and Mr. Clegg call on Assistant Attorney General Caudle in order to get additional details and to have prepared a detailed memorandum of instructions fully covering this matter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

66-2554-4459

FEB 20 1946

#323013

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Nease
Gandy

CC - Mr. Bendon
Mr. Clegg

- 62

1945

COPY:mmk

February 11, 1946

Special Agent in Charge
Boston, Massachusetts

Dear Sir:

Reference is made to your communication of February 4, 1946, ~~wherein~~ you advised that the New England Telephone and Telegraph Company has offered to furnish resident agents of the Boston Office with credit cards which would permit their charging long distance calls to the Boston Office phone number.

This is to advise you that the Bureau has no objection to your accepting this offer of the New England Telephone and Telegraph Company. You should, however, be particularly alert to see that only calls of an offical nature are charged to the office telephone.

Very truly yours,

John Edgar Hoover
Director

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY [illegible]

cc - Mr. Lee (Sent Direct)
Mr. Newman (Sent Direct)

The Executive Conference of February 7, 1946, consisting of Messrs. Tolson, Ladd, Rosen, Clegg, Tracy, McGuire, Harbo and Glavin apporved above action.

WRG:val

Communications Section
2/11/46

RECORDED 66-2554-4461

FILED IN 66-9-3487

ORIGINAL FILE IN

-63

16 FEB 27 1946

COPY: FU

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : Mr. L. R. Pennington DATE: January 15, 1946

FROM : G. R. LEVY

SUBJECT: SUGGESTED NEW CLASSIFICATION FOR ALIEN PROPERTY CUSTODIAN MATTERS

It is believed desirable, in the efficient handling and particularly the filing of the above matters, to request the Records Section to designate a new classification for these types of cases. It is understood that classification 114 is not in use and, if you approve, it is suggested this memorandum be used as a request to obtain that classification.

In order that all mail will be placed in the appropriate file, it is also suggested that the name of the case be placed in the caption of all communications together with the character Alien Property Custodian Matters. Thereby each separate investigation will receive the classification of 114 and a separate file number.

There is also attached for your approval a suggested bulletin to the field advising it of the use of the new classification.

1-22-46 - approved by Executives Conference consisting of Messrs. Tolson, Clegg, Glavin, Harbo, Rosen, Tracy, McGuire, Hendon and Mumford.
JKM

Attachment
GRL:MMC

RECORDED

~~CONFIDENTIAL~~

RECORDED

66-2554-4463

BUREAU OF INVESTIGATION

FEB 20 1946

1 ENCL.
341

58 FEB 28 1946

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-25-2011

ORIGINAL FILE IN 66-1954-

~~CONFIDENTIAL~~

Office Memorandum · UNITED STATES GOVERNMENT

TO : THE DIRECTOR DATE: February 1, 1946

FROM : D. M. Ladd

SUBJECT: CHANGES IN THE NATIONAL DEFENSE MANUAL, MANUAL OF RULES AND REGULATIONS AND FBI HANDBOOK RELATING TO CONFIDENTIAL INFORMANTS, AMERICAN LEGION CONTACTS AND SPECIAL SERVICE CONTACTS.

In view of the discontinuance of the Bureau's project on Confidential Plant Informants, American Legion Contacts and Special Service Contacts, it has been necessary to make a considerable number of changes and deletions in the National Defense Manual, the Manual of Rules and Regulations and the FBI Handbook. Since these changes were many, it was decided to rewrite completely Section 13 of the National Defense Manual entitled "Confidential National Defense Informants" and rewrite a portion of Part I of the FBI Handbook, as well as Section 9 of the Manual of Rules and Regulations. The new Manual sections are attached to this memorandum and consist mainly of deletions of all references to Confidential Plant Informants, American Legion Contacts and Special Service Contacts. One change has been made, however, in addition to the Plant Informants, the American Legion Contacts and Special Service Contacts which is being brought to your attention. This change is in connection with payments to Confidential Informants.

A recent SAC letter gave the SAC's authority to pay up to $50 to an informant for information submitted when it is necessary and expedient. It has been found that many SAC's are paying sums up to $50 to regular paid informants for expenses which they may incur. Regular paid informants are given a stipulated salary and many times expense money. The action of the SAC's in giving regular paid informants an additional sum results in making the records at the Bureau inaccurate. An addition has, therefore, been made to the section in the Manuals and Handbook relative to payments to informants in which it is pointed out that any extraordinary payment at all to a regular paid informant should be brought to the attention of the Bureau for specific authorization by the Bureau to pay the additional sum.

RECOMMENDATION:

It is suggested that approval be given to these changes which eliminate all references to Confidential Plant Informants, American Legion Contacts and Special Service Contacts and contain an addition relating to extraordinary payments to regular paid Confidential Informants.

Attachments

Approved by the Executive Conference attended by Tolson, Glavin, Nichols, Harbo, Mumford and Ladd, 2/4/46.

JDD:mip

ENCL.

DML

Memo delivered 2-2-46

Due to the large number of changes and deletions in this section, a complete new Section 13 is set forth as follows:

SECTION 13. CONFIDENTIAL NATIONAL DEFENSE INFORMANTS

SECTION 13A. INTRODUCTION (See also Section 9 of Manual of Rules & Regulations)

The Bureau realizes the vital necessity for establishing and maintaining thoroughly reliable and trustworthy mediums through which an expeditious and continuous flow of information concerning persons and organizations whose activities are inimical to the internal security will be available to the Bureau.

Too much emphasis cannot be placed upon the extreme necessity of establishing and maintaining reliable informants who will be in a position to inform the Bureau of any activities in which it is interested. It is the duty of the SAC to be currently informed of all activities regarding violations over which the Bureau has investigative jurisdiction.

SECTION 13B. DEFINITION

(1) CONFIDENTIAL NATIONAL DEFENSE INFORMANTS are individuals who supply information to the Bureau concerning any persons or organizations engaging in activities inimical to the national security, such as information concerning Communism, Nazism, Fascism, or any other so-called anti-American "isms."

In the event a CONFIDENTIAL NATIONAL DEFENSE INFORMANT has been convicted of a felony, it will be necessary when such an informant is designated by a symbol to place the letters "CR" before his symbol.

SECTION 13C. ESTABLISHING RELIABILITY AND REPUTATION OF CONFIDENTIAL NATIONAL DEFENSE INFORMANTS

(1) Before an individual is designated and carried as a regular CONFIDENTIAL INFORMANT in the field office, the following steps should be taken:

(a) The field office files should be checked for any information regarding him and to determine that he is not the subject of a pending investigation.

(b) Appropriate discreet inquiries should be made to secure information concerning his background, patriotism, reliability, integrity and general reputation in the community.

(c) Information should be obtained concerning his personal history including his first name, middle name and surname, date and place of birth, past and present business connections, trustworthiness and loyalty, credit and criminal record.

(d) No contact should be made with a prospective Confidential Informant concerning the investigation of Communist matters without prior approval of the Bureau. This approval should be requested in a letter furnishing the background data requested above and no further action should be taken regarding his development until Bureau approval has been received.

(2) The full responsibility for establishing whether an individual possesses a criminal record rests with the field.

SECTION 13D. WHEN BACKGROUND INFORMATION SHOULD BE SUBMITTED TO THE BUREAU

(1) Information concerning a CONFIDENTIAL NATIONAL DEFENSE INFORMANT should be submitted to the Bureau when he has displayed his ability to furnish information by doing so and there are reasonable grounds to believe he will continue to furnish information except in the development of Communist informants which should be handled in accordance with Section 13C (1) (d).

SECTION 13E. MANNER OF SUBMITTING INFORMATION TO THE BUREAU REGARDING NATIONAL DEFENSE INFORMANTS

(1) Background information regarding Confidential National Defense Informants is to be submitted to the Bureau by individual letter on each informant.

(2) This letter should be properly captioned to indicate the classification which is being given to the informant, and the symbol number assigned to him.

(3) Correspondence regarding more than one type of informant should not be included in a single communication.

(4) All communications concerning CONFIDENTIAL INFORMANTS should be transmitted under confidential cover.

SECTION 13F. SUBMISSION OF REPORTS AND CORRESPONDENCE CONTAINING INFORMATION FURNISHED BY INFORMANTS

(1) If the reports submitted by informants are of sufficient importance to warrant transmitting them to the Bureau immediately, they should be transmitted in duplicate with a cover letter which specifically indicates what action is contemplated by the field office regarding the information set forth in those reports. If such reports concern violations or individuals not related, they should be transmitted by separate cover letters so that the information may be appropriately handled at the Bureau.

SECTION 13G. DEVELOPMENT OF CONFIDENTIAL NATIONAL DEFENSE INFORMANTS

(1) Each field division should develop and maintain CONFIDENTIAL NATIONAL DEFENSE INFORMANTS concerning all organizations and individuals within its territory which are inimical to the internal security.

(2) It is of course impossible to establish any given set of rules or fixed methods of procedure in the development of confidential informants. It is believed that the success of this important work will depend entirely upon the initiative of the individual Agents and Special Agents in Charge.

(3) In order to secure first-hand information concerning various subversive movements which may affect the internal security of the United States, it is necessary that informants be developed within the membership of those groups.

(4) Informants of this type should not be approached until careful discreet inquiry has been made concerning their general background and reputation. In other words, it should be definitely ascertained that these individuals are no longer loyal to the group with which they are affiliated and that they have some definite reason for cooperating with the FBI.

(5) Each Agent in his daily contacts and interviews should bear in mind that every individual he interviews is a potential informant. If he contacts that individual on more than one occasion and receives valuable information, in other words if he assures himself that the individual is able to produce and will continue to do so, he should make appropriate inquiry concerning the individual's background and reputation, and his name with background information should be submitted to the Bureau.

SECTION 13H. QUARTERLY REPORTS

(1) In order that the Bureau may be currently advised of the activities

of the various divisions in the development and maintenance of reliable CONFIDENTIAL NATIONAL DEFENSE INFORMANTS a report must be submitted to the Bureau quarterly on the 20th of March, June, September and December reflecting the total number of informants developed by each field office, broken down into the following:

(a) Number of informants regarding German activities.

(b) Number of informants regarding Italian activities.

(c) Number of informants regarding Communist activities.

(d) Number of informants regarding Japanese activities.

(e) Number of informants regarding activities of other nationalistic groups.

(f) Number of informants regarding general un-American activities not falling within the first five groups.

(g) Total number of CONFIDENTIAL NATIONAL DEFENSE INFORMANTS developed by the division, (the total of items a, b, c, d, e and f) subdivided to reflect the number that are Negroes.

SECTION 13I. DISTINGUISHING BETWEEN CONFIDENTIAL INFORMANTS AND SOURCES OF INFORMATION

(1) The identity and background information concerning sources of information should not be submitted to the Bureau for it is not desired to maintain records at the Seat of Government concerning the identity of the various sources of information developed in the field.

(2) In distinguishing between CONFIDENTIAL NATIONAL DEFENSE INFORMANTS and national defense sources of information, it might be well to point out that a member of a subversive organization who is furnishing information regarding the activities of the organization, and who does not desire under any circumstances that his identity or relation with the Bureau be generally known, should be considered as a CONFIDENTIAL NATIONAL DEFENSE INFORMANT, whereas on the other hand, a president of a local bank who, in the course of his usual business, receives information regarding a subversive organization but who does not desire that his identity be concealed and who does not care whether any person knows that he furnished information to the Bureau, should be considered as a source of information.

SECTION 13J. BUREAU POLICY

(1) In view of the fact that the Bureau does not have jurisdiction over the investigation of intelligence matters on Army and Navy reservations establishments, etc., it is not desired that CONFIDENTIAL NATIONAL DEFENSE INFORMANTS be established among Army or Navy personnel or in Army and Navy reservations, establishments, etc., unless the field office is specifically instructed to do so by the Bureau. The instructions contained in this paragraph do not apply to CONFIDENTIAL GENERAL INVESTIGATIVE INFORMANTS.

(2) An individual to be classified as a CONFIDENTIAL NATIONAL DEFENSE INFORMANT should be actually engaged in obtaining and furnishing information to the Bureau.

(3) All confidential informants should be specifically advised that they are in no manner representatives of the Bureau and they should be impressed with the confidential relationship which must exist and with the importance of never under any circumstances divulging their connection with the Bureau.

(4) No information should be divulged to informants concerning any of the Bureau's projects or confidential undertakings.

(5) IMPORTANCE OF MAINTAINING CONTACT WITH INFORMANTS

(a) In order that the Bureau may benefit to the fullest extent by the establishment of CONFIDENTIAL NATIONAL DEFENSE INFORMANTS, each field office should take the necessary steps to maintain proper contact with informants in order to sustain their interest and in order to develop such individuals into better mediums of information.

(6) It must be carefully explained to all Confidential National Defense Informants that any steps which they take in connection with joining any organizations must be on their own initiative and responsibility, and that such cannot be sanctioned by the Bureau. They should also understand the Bureau will not be able to be of assistance to them should their efforts to become affiliated with or actually joining an organization result in embarrassment for them at some future time.

SECTION 13K. PAID CONFIDENTIAL INFORMANTS

(1) If it is found necessary to reimburse certain informants for the information furnished and it is believed that the information furnished by these informants is of sufficient value to warrant regular payments,

you are authorized to expend an amount not to exceed $10.00 per month or $2.50 per week without prior Bureau authority. In every instance where regular payments exceed this amount it will be necessary for the SAC to make a recommendation to the Bureau as to the amount of money to be paid the informant and prior Bureau authority obtained. If background information has not previously been submitted to the Bureau, it must be furnished in the letter requesting authority to pay the informant.

(2) It is the definite responsibility of each SAC to closely supervise the activities of all informants in his division. When payments are authorized by the Bureau, the SAC should definitely assure himself that full value is being received.

(3) If at any time it appears that the information produced by the informant is not commensurate with the payments being made to him the payments should be immediately discontinued or adjusted accordingly and the Bureau should be promptly advised. Each informant should distinctly understand that he is not to represent himself as having any connection with the Bureau, and further that any information obtained by him should be secured through his own initiative.

(4) Where payment to an informant has been authorized for a definite period of time, it will be necessary for the SAC to advise the Bureau at least two weeks in advance of the expiration of the period for which payment has been authorized as to whether the services of the informant are to be continued. At that time, if the SAC wishes to continue the use of the confidential informant, it will be necessary for him to make a definite recommendation concerning the amount of remuneration to be paid the informant, and to furnish the Bureau with a brief summary of the information which the informant has developed.

(5) It should also be impressed upon all Bureau informants that they should furnish information exclusively to the Federal Bureau of Investigation.

(6) In specific instances in which it is necessary and expedient to expend money to obtain information concerning matters or persons under investigation which is not otherwise obtainable the SAC may approve payment of an amount up to $50.00 to an informant for information submitted. The blue slips reclaiming these payments must clearly and accurately explain the circumstances and summarize the information obtained so the Bureau will be in a position to intelligently pass such blue slips for payment. This applies only to persons who are not being paid regularly as confidential informants. Authorization is given by the Bureau to pay certain informants on a regular basis and in some instances approval is given to pay the expenses of these informants up to a specific amount. If any extraordinary expenses are incurred in operating a regular paid informant which expenses are more than that for which approval has been given, specific Bureau authority must be obtained.

Part I, Section 26 is being completely rewritten as follows:

26. CONFIDENTIAL INFORMANTS

A. Types of Informants

1. Confidential National Defense Informant - An individual who is engaged in obtaining and furnishing information regarding national defense matters with a reasonable degree of frequency.

2. Confidential General Investigative Informant - An individual who can and does supply information of value within the general criminal investigative jurisdiction of the Bureau.

B. Development of Informants

1. Before an individual is designated as a confidential informant, the field office indices shall be checked to determine whether he is the subject of a pending investigation.

2. The loyalty, reliability and integrity of a prospective National Defense Informant shall be determined prior to listing him as such. Information shall be obtained concerning his personal history, including his first name, middle name and surname; date and place of birth; past and present business connections; credit and criminal record.

3. No contact should be made with a prospective confidential informant concerning the investigation of Communist matters without prior approval of the Bureau. This approval should be requested in a letter furnishing the background data requested above and no further action should be taken regarding his development until Bureau approval has been received.

C. Manner of Submitting Information Regarding Informants

1. A letter should be submitted to the Bureau containing complete information regarding the National Defense Informant except in the development of Communist informants which should be handled in accordance with Section 26 B3.

2. A memorandum shall be prepared and placed in the appropriate field office file relative to each Confidential General Investigative Informant developed.

ENCLOSURE

D. [Assigning of Symbol Numbers to Informants] (C)

1. A symbol number shall be assigned to each National Defense Informant and the letter to the Bureau concerning such informant should contain this symbol number. In the event a National Defense Informant has been convicted of a felony, it will be necessary for his symbol to be preceded by the letters "CRI." (C)

2. A symbol number may be assigned to a Confidential General Investigative Informant when the information submitted by this type of an informant will be set forth in reports frequently enough to justify designating him with a symbol and it is deemed necessary to protect his identity. When a symbol number is assigned to a General Investigative Informant, background data shall be submitted to the Bureau in the letter advising of his symbol number. (C)

E. [Contacting Informants] (C)

1. Recontacts shall be noted on the reverse side of the index card. They shall not be recontacted more frequently than every 30 days without authority of the SAC. Any limitations on the contacting of an informant should be set forth on the card pertaining to s[redacted]nformant. (C)

F. [Discontinuing Service] (C)

1. The Bureau shall be advised of the discontinuance of all National Defense and General Investigative Informants who have been assigned symbol numbers. (C)

G. [Report Writing] (C)

1. Informants may be designated in a report by symbol and/or number. When the Bureau has been previously advised concerning the identity of an informant, it is not necessary to reflect his identity on a separate sheet of paper attached to the report. When an individual has not been assigned a symbol number and it is necessary to protect his identity, he should be given a "T" symbol in the body of the report and his identity must be reflected on a separate sheet of paper attached to the report. An explanation concerning the reason for designating him as an informant must be contained on the separate sheet together with a brief statement regarding the informant, to assist in evaluating the information furnished by him. (C)

H. Paid Confidential Informants

1. The field is authorized to pay an informant on a regular basis at a rate not to exceed $10 per month when it has been determined the informant is capable of furnishing sufficient valuable information to justify such expenditure.

2. In every instance where it is deemed necessary to make regular payments exceeding this amount, it will be necessary for the SAC to make a recommendation to the Bureau as to the amount of money to be paid the informant and prior Bureau authority obtained. If background information has not previously been submitted to the Bureau it must be furnished in the letter requesting authority to pay the informant.

3. Where payment to an informant has been authorized for a definite period of time, it will be necessary to advise the Bureau at least two weeks in advance of the expiration of the period for which payment has been authorized as to whether the services of the informant are to be continued and to make a further recommendation concerning the amount of money to be paid him. This letter must contain a brief summary of the information which the informant has developed during the authorized period, and upon which the recommendation for additional payment is made.

4. All paid informants must be thoroughly impressed with the fact that even though they are receiving some remuneration from the Bureau, this does not make them employees of the FBI and they must not represent themselves as such under any circumstances.

5. In specific instances in which it is necessary and expedient to expend money to obtain information concerning matters or persons under investigation which is not otherwise obtainable, the SAC may approve the payment of an amount up to $50 to an informant for information submitted. The blue slips reclaiming these payments must clearly and accurately explain the circumstances and summarize the information obtained so the Bureau

will be in a position to intelligently pass such blue slips for payment. This applies only to persons who are not being paid regularly as Confidential Informants. Authorization is given by the Bureau to pay certain informants on a regular basis and in some instances approval is given to pay expenses of these informants up to a specific amount. If any extraordinary expenses are incurred in operating a regular paid informant which expenses are more than that for which approval has been given, specific Bureau authority must be obtained.

I. Bureau Policy

1. Informants should not be established among Army or Navy personnel or on military reservations without specific Bureau authorization.

2. No information should be divulged to informants concerning any of the Bureau's projects or undertakings.

3. Informants should be advised that any step taken in connection with joining any organization must be on their own initiative and responsibility. The Bureau can give them no assistance in such efforts. (Sec. 9A - R. & R. and Sec. 13 - N.D.)

Sections 27 and 28 of Part I remain the same and are not being set forth. Section 29 entitled "American Legion File" should be completely deleted. The remaining sections of Part I as far as Confidential Informants are concerned do not require any deletions or changes.

Due to the large number of changes and deletions in this section of the Manual of Rules and Regulations, a complete new Section 9 relating to Confidential Informants is set forth as follows:

SECTION 9 - INVESTIGATIVE SUGGESTIONS AND POLICIES

9A. CONFIDENTIAL INFORMANTS (See also Section 13 of the National Defense Manual)

(1) DEFINITION - A confidential informant is an individual who furnishes information to a representative of the Bureau but whose identity must be protected because, first, of his desire to remain secret; second, because of the nature of the information furnished; third, because investigative expediency indicates that his identity should not be revealed to any person outside of the Bureau.

(2) TYPES -

a. Confidential General Investigative Informants - Those who can and do supply information of value within the general criminal investigative jurisdiction of the Bureau.

b. Confidential National Defense Informants - Those individuals who can and do supply information to the Bureau concerning national defense and internal security matters.

(3) INDEX CARDS - A 3" x 5" index card shall be maintained for each confidential informant containing the following information:

a. Name

b. Address

c. Symbol Number. Symbol numbers are to be assigned Confidential National Defense Informants and to Confidential General Investigative Informants when the latter will be utilized frequently enough to justify giving them permanent symbol numbers. The symbol number used could be the abbreviation used in teletypes for each office; e.g., Albany AL-64.

d. Types -- G - General Investigative Informant
ND - National Defense Informant

e. Place of employment

f. Date of original contact

g. Type of information; e.g., houses of prostitution, "shady" pawn shops, German activities, Italian activities.

h. Remarks - e.g., should be contacted only by Agent John Black, compensation. The name of the Agent developing the informant should be set forth. Other information such as instructions on contacting, compensation, etc., should be included. (c)

i. Reliability - e.g., brief background information. (c)

j. File number - The number of the file in which more detailed information is contained concerning the informant. (c)

SAMPLE - INDEX CARD

Name: DOE, JOHN HENRY — Symbol No. KC-42
Address: 1671 Crest St., White City, Mo. — Type ND
Position and Place of Employment: Janitor, Marine Institute Building, 678 Pine Street, White City. — Date of Original Contact 1-16-43

Type of Information: Activities concerning the Communist Party. Member of Communist Party and Janitor of building where Communist Party offices are located. (c)

Remarks: Agent Black should contact Doe. (c)

Reliability and background: Trustworthy - honest. Information to date accurate. Doe is member of Branch 13 of the Communist Party and is very friendly with James Smith, State Secretary of the Communist Party. In his position as janitor of building where Communist Party offices are located, he has access to the Communist Party offices. Doe born White City, 1-13-03, has resided there continuously. Has high school education, formerly employed as bank messenger with National City Bank, 1928 to 1939. Present employment 1939 to date. Married, 2 children. No criminal record. (c)

File No. 66-126 (c)

(4) INDICES - Three indices, preferably in an Agent's office, shall be maintained in the field office available to all Agents. (c)

a. Confidential General Investigative Informants shall be maintained in the file subdivided first by states, then by towns, then by information, when desirable and arranged alphabetically by names. (c)

b. Confidential National Defense Informants shall be maintained in the file subdivided first by states, then by towns, then by type of information, when desirable and arranged alphabetically by names. (c)

c. Confidential Informants Symbol File shall be maintained using an index card arranged alphabetically by symbol and then by number. Any symbols, which consist of fictitious names should be filed alphabetically behind the regular numerical symbol index. (X)

d. The names of confidential informants should be indexed in the general field office indices in the same manner as any other name. (X)

(5) CONTACTING INFORMANTS - In the event any informants should be contacted exclusively by a specified Agent of the field office, the cards pertaining to them should be kept in the exclusive possession and under the personal supervision of the Special Agent in Charge. In such cases, reference cards should be placed in the appropriate index, which reference cards should show the location of the informants and the type of information which they may be able to furnish and the further information that the cards pertaining to the informants are under the exclusive, personal supervision of the Special Agent in Charge. (X)

In the event there are any limitations upon the contacting of an informant, such limitations or restrictions should be reflected upon the index cards. (X)

(6) RECONTACTING - Dates of recontacts shall be noted on the reverse side of the index card. Informants shall not be recontacted more frequently than every 30 days without authority from the Special Agent in Charge. They should not be contacted promiscuously or openly. (X)

(7) DISCONTINUING SERVICE - (X)

a. When the services of any informant are discontinued, the name and symbol cards shall be marked "Canceled." The name cards shall reflect the file and serial number where information is available containing the reason for his discontinuance. (X)

b. The name cards shall be filed alphabetically in the discontinued informant section of the appropriate informant indices. (X)

c. The symbol card shall be re-filed in numerical order in the symbol card file. The symbol number shall not be subsequently reassigned to another informant. (X)

d. The Bureau should be advised of the discontinuance of all general investigative and National Defense informants who have been assigned symbol numbers. (X)

e. The Special Agent in Charge shall maintain all informant indices in a current status at all times. (X)

(8) RELIABILITY - The Special Agent in Charge should be kept advised as to the reliability of an informant. (X)

(9) CORRESPONDENCE - Correspondence concerning informants should clearly designate the type of informant. Correspondence regarding more than one type of informant should not be included in a single communication. Data concerning confidential general investigative informants should not be forwarded to the Bureau except in instances when the informant will be utilized frequently enough to justify giving him a permanent symbol number.

(10) REPORT WRITING - Informants may be designated in the report by symbol and/or number. When the Bureau has been previously advised concerning the identity of an informant, it is not necessary to reflect his identity on a separate sheet of paper attached to the report. Where this has not been done, the individual should be given a "T" symbol in the body of the report and his identity should be reflected on a separate sheet of paper attached to the report. An explanation concerning the reasons for so designating him should also be contained on the separate sheet.

Sections 9B and 9C do not have to be changed with the exception of 9C (9). This particular subsection entitled "American Legion File" should be completely deleted.

2/14/45

THE DIRECTOR

EXECUTIVES' CONFERENCE

Charge out slips

The Executives' Conference considered a suggestion of SA Robert B. Parks of the Des Moines office that a requirement be established whereby if an Agent has files or serials in his file cabinet drawer over night and any of these files or serials are removed that a written notice be left indicating that the files have been removed and have been returned to the file room.

The Conference did not approve the suggestion. It was felt that this would be tantamount to establishing a separate filing system for each Agent who had files charged out to him and in the event any emergency arose during the night which required the file or serials being taken for official use, usually the urgency which made it necessary to take the files would cause the person taking them to neglect to make out a written memorandum or special type of chargeout slip to advise the employee that the file had been removed from his file cabinet. The files belong in the general file room anyway and if an Agent has them out temporarily there should be no special system set up when they are obtained for general office use after hours. It was recognized that there was a remote chance that some Agent in dictating a report might think that he had all the pertinent serials available when, in fact, one of them had been removed but the remoteness of this possibility was not believed to be sufficient to justify establishing a special chargeout system for each employee who has files out of the file room over night. The Conference recommended unfavorably and Agent Parks is being advised accordingly, if approved.

Those in attendance at the Conference were Messrs. Tolson, Tracy, McGuire, Harbo, Mumford, Rosen, Ladd and Clegg.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

RECORDED
INDEXED 66-2555-4464

E. A. Tamm

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Ayers
Carson
Harbo
Mohr
Mumford
Quinn Tamm

hhc;hd

CC - Mr. Hendon
Mr. Clegg

FEB 25 1945

#323013

EX-37

THE DIRECTOR 2/18/46

THE EXECUTIVES' CONFERENCE

Inspector Hoagland who is in charge of the building guards in the Federal Triangle and who was formerly Captain of the Guards in the Justice Building called on Mr. Clegg together with an official of the Public Buildings Administration Guard Service and explained that they had in their service eight detectives. When inquiry was made as to the sort of work they did there was considerable uncertainty except that the WPB official did state that they sought to locate the owners of lost property, sought to locate missing property, investigated some minor thefts and so far as he knew they would investigate a murder in a Government building. It was pointed out that this was under the jurisdiction of the FBI and he advised that he was not so certain as to their jurisdiction but knew that if it involved espionage or sabotage they were to refer the case for handling to the FBI.

The purpose of their visit was to find out if one of their eight detectives could attend the National Academy. They were informed that a matter of policy was involved since they were a Federal Agency.

This matter was discussed at the Executives' Conference on February 6, 1946, those present being Messrs. Tolson, Tracy, Harbo, Ladd, Mumford, McGuire and Clegg and it was unanimously agreed that the Bureau should give favorable consideration to an application from a qualified representative of that service to attend the FBINA. The WPB officials in question pointed out that their only alternative would be to operate some training schools and have the FBI run these schools in detail, except for a few administrative matters and they thought it would be of greater convenience for them to have one of their personnel trained as an instructor.

The Conference agreed that if the individual was otherwise qualified and when the application was received it would be given the usual attention given to any application from any other law enforcement agency.

Respectfully,
For the Conference,

166-2554-4465

RECORDED & INDEXED 146 30 FEB 21 1946

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

C - Mr. Hendon
Mr. Clegg

#323013

THE DIRECTOR

February 19, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. Tolson, Rosen, Mumford, Ladd, Nichols, Harbo, Tracy and Glavin considered the convening of the Juvenile Delinquency School.

It was proposed by Mr. Glavin that the school run from March 4, 1946, through Friday, March 29, 1946, and that 25 Special Agents attend the session.

The convening of such a school had been previously approved by the Director as a result of an Executive Conference memorandum submitted November 5, 1945. The Training Division concurred in the members of the school as recommended by the [illegible] Administrative Division, with the exception of Special Agent Lawrence R. Kirvan who is to be utilized in the capacity of an Instructor for the school in question. A list of the Agents recommended for the school is attached hereto.

The Executive Conference recommends calling in the Agents and the alternates recommended with the exception of Special Agent Kirvan, who will be utilized as the Instructor, and Special Agent Joseph M. O'Connor, presently assigned to the Identification Division and who cannot be released at the present time for a four-week period of instructions.

The Training Division also plans to utilize Special Agents George L. Lewis and George A. Lankes to assist in a portion of the instruction. Agent Lewis is already under recall to the Seat of Government, and the Training Division requests that Agent Lankes be instructed to report a few days prior to the convening of the school so that he may be briefed for his assignment.

Should the Director approve, the attached wires will be immediately sent out instructing the selected Special Agents to report for the necessary training.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC - Mr. Clegg
Mr. Hendon

Attachments

THE DIRECTOR

February 21, 1946

THE EXECUTIVES' CONFERENCE

FIREARMS RECORDS

The Executives' Conference on February 15, 1946, those present being Messrs. Tolson, Glavin, Hendon, Tracy, Harbo, Mumford, and Clegg, considered the suggestion of Mr. J. S. Rogers that firearms records no longer be maintained at the Seat of Government. At present the requirement is for the field office to notify the Bureau of the identities of any Agents who fail to participate in any regular firearms training practice. When the letters are received a card bearing the Agent's name is prepared and when the Agent makes up this firearms training period which he missed the card is then destroyed.

It is also the policy to write to the field three or four months before the end of the fiscal year pointing out to all Agents that they are expected to qualify and asking the SACs to review the records to make certain that all the Agents qualify during the fiscal year.

The Executives' Conference considered this suggestion and recommended unfavorably. No longer are the scores kept singly as made by the Agents but rather the negative information that an Agent did not attend or qualify at any firearms training period. It was felt by the Conference unanimously that the Bureau should exercise at least this minimum control over such an important matter as firearms training and that the suggestion should not be adopted for eliminating existing types of records.

Respectfully,
For the Conference,

INDEXED

166-2554-4467

Clyde Tolson

FEB 25 1946

E. A. Tamm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/26/92 BY

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

NHC:PJ

FEB 26 1946

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

#323013

February 21, 1946

The Executives' Conference on February 15, 1946, those present being Messrs. Tolson, Glavin, Hendon, Tracy, Harbo, Mumford, and Clegg, considered the application of the Prosecuting Attorney's Office of Essex County, New Jersey to attend the next session of the FBI National Academy. SAC McKee has advised by telephone that the applicant, Louis Sklary, is an investigator with the Prosecuting Attorney's Office in question. He formerly worked with the Treasury Department, Intelligence Unit, and when he went to Ellis Island to interview a subject without the consent of the Immigration or Customs Service he was given a disciplinary transfer.

The applicant is a civil service employee and the three National Academy graduates in Newark are of the opinion that Sklary is not proper material for the academy although one admits a biased view because of the fact that they will be competitors for a promotion at an early date and the other two are probably biased because the applicant is Jewish. They indicate that the applicant has too much real estate to indicate that he is honest. His real estate is said to be in Newark, Florida and on the Jersey Shore. He also is said to have grown up with a racketeer by the name of Willman who is also Jewish and McKee points out that this is an accident of birth in the first place since they were each born of Jewish parents in the same district and they were friends but there is no overt act of conspiracy between the applicant and the racketeer which has been disclosed or charged. Sklary is a member of a Jewish sect known as the Cohens and members of this sect will not look at the body of a corpse and he uses this excuse to avoid certain types of assignments.

McKee recognized that there was nothing specific against the applicant but the general picture was not a favorable one. The Executives' Conference felt that this individual was undoubtedly an undesirable type not because of his race but because of his associations with the racketeer and because of his reputation which McKee said was not favorable. In the absence of any allegations of specific overt acts the Conference felt that consideration of this applicant should be deferred at least for the time being and that McKee should indicate that his name has not yet been reached for final consideration. SAC McKee has advised that he will be able to handle this in a tactful manner and believes this to be a desirable procedure.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

cc - Mr. Hendon
Mr. Clegg

HHC:PJ

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 28 1946

RECORDED & INDEXED

66-2557-4468

7 FEB 26 1946

TO: MR. TOLSON DATE: 1/29/46

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-26-2011

FROM: E. C. HENDON

SUBJECT: ~~CONFIDENTIAL~~

With reference to the letter from Civil Attache [illegible] of Mexico City, it is suggested that the attached correspo[illegible] forward inviting Delgado to attend the graduation exercises of t[illegible] Academy to be held on March 29, 1946. In the letter to Delgado it [illegible] that should he desire to study the facilities and visit our fiel[illegible] and any of the police departments in this country either before o[illegible] after March 29, the Bureau will be glad to make the necessar[illegible]

A cable has now been received from th[illegible] ache suggesting that if General Delgado is invited to visit the Bure[illegible] el Carlos Espinosa, Chief of Laboratory Service of the Federal Distric[illegible] Mexico City also be included. In this regard, Colonel Espinosa in Novembe[illegible] ted a letter to the Director inquiring whether it would be possible for tw[illegible] assistants in the police laboratory to visit Washington to take courses [illegible] Bureau in "Police Technique" and "Systems of Personal Identification." The [illegible] ache was advised to tell Colonel Espinosa that the Bureau did not offer cou[illegible] his type nor were we aware of any other Federal laboratory which would be [illegible] et his needs. In Wall's instant communication he states that notwithstan[illegible] this Colonel Espinosa had on January 28 expressed a desire to send two labora[illegible] istants to visit the Bureau with the possiblity of accompanying General Delga[illegible] Barson advises that Espinosa is of small value as an SIS contact and that it would probably be preferable if he did not visit the Bureau at all due to the expense and inconvenience which such a visit would cause. In view of the Civil Attache's recommendation, however, I recommend that the letter to Delgado go forward without reference to Espinosa or his party and that Wall as instructed in the letter to him confer with Delgado concerning Espinosa's request and advise Delgado that if he desires this group to accompany him, The Bureau would have no objection.

With reference to this invitation, it is pointed out that there is presently unexpended for the present fiscal year $3000 in the entertainment fund for South American officials.

Approved by Executive Conference 1/30/46 with Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Mumford and Rosen in attendance.

ECH:DW

~~CONFIDENTIAL~~

THE DIRECTOR

THE EXECUTIVE CONFERENCE

February 25, 1946

The Executive Conference of February 20, 1946, consisting of Messrs. Tolson, Hendon, Harbo, Nichols, Ladd, Mumford, Rosen and Glavin considered a suggestion submitted by Miss Cheda Eitel, Supervisory Clerk of the Movement Section of the Administrative Division, concerning In-Service Training.

Miss Eitel stated that for approximately the past two years her Section has been calling personnel files on all Agents being listed for In-Service Training; that this involves the checking of 80 to 95 files per week; and that the procedure was instigated in order that we might catch extended sick leave, wife's confinement, disciplinary action, indefinite period away from headquarters, prolonged special in office of assignment and various other reasons which would prevent an Agent from attending In-Service.

Glavin pointed out to the Conference that Miss Eitel, in her suggestion which was concurred in by Glavin, stated that due to the recent procedure of not recording all mail going into the Personnel Files Section, it is impossible to be assured that a file is up to date and the calling of such files at the present time necessitates much work which may prove valueless.

The Conference, with the exception of Glavin, felt that the present policy should be continued since it has proven valuable in the past in not ordering men in for In-Service who are not available due to some personal or official problem at that particular time. Glavin feels that with continued non-recording of certain personnel mail, it is going to become more difficult to secure up-to-date files; that the Chief Clerk's Office will not have any assurance at any time that any file is up to date; and that the time lost in endeavoring to bring such files up to date outweighs any savings which might be effected in reviewing such files.

Should the Director approve the majority's recommendation, the present policy will be continued.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

WRG:val

THE DIRECTOR

THE EXECUTIVE CONFERENCE

February 25, 1946

The Executive Conference of February 20, 1946, consisting of Messrs. Tolson, Hendon, Harbo, Nichols, Ladd, Mumford, Rosen and Glavin considered a suggestion submitted by SAC Suran of the El Paso Division.

SAC Suran stated that Special Agents George F. Zografos and Wallace R. Heitman jointly suggested that in view of the fact certain of the territory worked by those Agents is particularly rough, having unimproved roads and many times no roads at all, that the Bureau consider securing jeeps declared surplus by the Army.

SAC Suran stated that if such jeeps were secured, one would be kept at Alpine, Texas, for the use of Special Agent Zografos so that when he finds it necessary to work in the Big Bend Country of Texas, which is adjacent to the Mexican Border where the terrain is very rough having unimproved roads and in places no roads at all, the jeep could be used.

Special Agent Heitman, who is Resident Agent at Albuquerque, New Mexico, could have the jeep stored at Gallup, New Mexico, so that it could be used by him when he covered the Navajo Indian Reservations. SAC Suran pointed out that it is necessary for Agent Heitman on numerous occasions to travel to various points on the reservation where the terrain is very rough and many times there are no roads whatsoever and such roads as are available on the reservation are unimproved.

Suran further states that if such jeeps were secured, the transportation costs would be materially reduced since maintenance expense on Bureau automobiles used by these Agents would be reduced and the longevity of the cars would be increased.

Messrs. Tolson, Harbo, Hendon and Nichols are opposed to adopting the suggestion, feeling that it would be undesirable to have jeeps available for these Agents to use on official business. Messrs. Ladd, Mumford, Rosen and Glavin feel that since the driving conditions are very bad and since maintenance costs of Bureau automobiles undoubtedly are high in using them over such unimproved terrain, it would be well to ascertain whether surplus jeeps could be secured from the Army for assignment to these Agents.

Pending the Director's decision in this matter, no further action is being taken in connection with the suggestion.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

ARRIEW

THE DIRECTOR 2/25/46

The Executive Conference

UNLAWFUL FLIGHT TO AVOID PROSECUTION
UNLAWFUL FLIGHT TO AVOID GIVING TESTIMONY

Anticipating the need for initiative and vigorous effort to continue to dominate the law enforcement field the attached bulletin to the field was suggested. It deals with the necessity to increase the number of investigations in Unlawful Flight to Avoid Prosecution and Unlawful Flight to Avoid Giving Testimony cases. This action will result in an increase in our statistical accomplishments and will also afford common ground for the Special Agents and the Special Agents in Charge to confer with the heads of police agencies throughout the country.

It is hoped that it will afford a close working arrangement and establish a proper liaison with the police departments which heretofore has been subjugated to the overall national defense picture. It was also recommended that an article appear in the next Law Enforcement Bulletin with reference to the assistance which can be given to local law enforcement agencies under the two above-named statutes.

The entire conference approved. Those in attendance were Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Clegg, Ladd and Rosen.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson, Chairman

Edward A. Tamm

attachment
cc - Mr. Hendon
Mr. Clegg

#223013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/26/92 BY

MR-50

RECORDED & INDEXED

166-2554-4473

FEB 27 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Mease
Miss Gandy

FEB 28 1945

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

WANTED OR STOP NOTICE BOX
PHILADELPHIA OFFICE

February 22, 1946

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/26/92 BY

The Executives' Conference on February 15, 1946, those present being Messrs. Tolson, Glavin, Hendon, Tracy, Harbo, Mumford, and Clegg, considered the inquiry of the Philadelphia Office concerning the placing of stop notices with the Immigration and Naturalization Service. Field offices request the Philadelphia Office of the Bureau to place a stop notice with the Immigration and Naturalization Service at one or more specific ports of entry. The arrangements are made for the immigration officers of the local ports of entry to notify the field office handling the case, not the Philadelphia Office, of any information concerning the subject for whom the stop notice was filed. In accordance with the procedure previously worked out with Immigration and Naturalization authorities the requests are made through the Philadelphia Office and the notifications based upon such stop notices go directly from the local immigration officers to the local field office of the Bureau which is interested in locating the subject, thus the Philadelphia Office is by-passed as far as the receipt of any information from the Immigration Service is concerned.

The Executives' Conference was of the opinion that the Philadelphia Office should not be required to maintain a record of the stop notices in its files when the stop notice is being filed at the request of and for the benefit of some other field office. The records of such stop notices will be maintained at the field office requesting it and the Philadelphia Office will thus maintain stop notices only in those instances when the Philadelphia Office has a direct investigative interest in the case and has filed a stop notice on its own initiative.

If this is approved the Philadelphia Office is being informed accordingly.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

HHG:PJ

166-25354
IF IB I

4474

30 FEB 27 1946

20 FEB 28 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

February 21, 1946

The Executive Conference, consisting of Messrs. Tolson, Clegg, Glavin, Ladd, Mumford, Harbo and Tracy on February 20, 1946, considered a request for an additional form letter for use by the Recording Section of the Identification Division. This form letter will eliminate the typing of approximately fifteen signature letters daily.

The Conference unanimously recommends approval of the request.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

EJTiobp

166-2554-4475
F B I

30 FEB 27 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

8 26 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

FEBRUARY 26, 1946

On February 25, 1946, the Executive Conference, consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Nichols, Harbo, Hendon, Tracy and Glavin, considered a suggestion submitted by J. P. Mohr of the Administrative Division that a booklet covering the Veterans Assistance Program be forwarded to all Special Agents in Charge.

A proposed form letter to all Special Agents in Charge to accompany the booklet is attached hereto and the Executive Conference recommended that the booklet be forwarded to the field as originally suggested by Mr. Mohr.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC: Mr. Clegg
Mr. Hendon

WRG:AB

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/26/92 BY [illegible]

66-2554-4476

INDEXED & RECORDED

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 28 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

FEBRUARY 26, 1946

On February 25, 1946, the Executive Conference, consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Nichols, Harbo, Hendon, Tracy and Glavin, considered a suggestion submitted by Mr. David B. Coxe, Jr., former Special Agent.

Mr. Coxe points out that in view of the extreme gravity of the present world conditions, it is entirely possible that a situation will present itself whereby the Bureau will once again need a large investigative force in a matter of days or even hours, for the purpose of coping with the thousands of individuals in the United States who have been evidencing their Un-American tendencies for a number of years, and who have recently forcefully pointed out their ability to paralyze the United States by their insidious methods. Coxe states that it occurs to him that the logical source of supply for such emergency man power needs would be former Special Agents who are already trained and have experience in Bureau policies and techniques, and who could be given re-training courses and placed in the field in a few days or, if absolutely necessary, could report directly to field offices where the necessary specialized basic re-training could be given in a short time. Coxe states that if such an emergency list is compiled, he would consider it a great honor to have his name included thereon.

The Conference points out that a list of Special Agents who have resigned is maintained in the Administrative Division through which list former Special Agents can be contacted if their services were needed in an emergencyand that before the names were approved for emergency services, up to the minute reviews of the files can be made to determine whether there is any derogatory information therein. The Conference does not feel that anything further need be done at the present time.

Should the Director approve, the attached communication will go forward to Mr. Coxe.

RECORDED & INDEXED 66-2554-447

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Mr. Sandy

Mr. Clegg
Mr. Hendon

TRG:AB

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. R. T. HARBO

DATE: February 5, 1946

FROM : MR. D. J. PARSONS

SUBJECT: RESEARCH - BLOOD GROUPING

By memorandum of January 15, 1946, Mr. Baughman reported to you the visit of Mr. B. J. White of the Laboratory to the Harvard University Medical School where he conferred with a number of experts on medical advances in the field of blook studies. The particular objective was, of course, to explore the possible adaptation of this work to our problems.

The most interesting development is that concerning the Rh factor in blood and from the recent work that has been done by Dr. L. K. Diamond and his associates there seems good promise for utilizing the Rh breakdown in the grouping of dried blook stains. If this can be successfully applied, it will be the most startling and valuable contribution to law enforcement in this field since blood grouping itself was first applied. Presently the Rh factor can be subdivided into four sub types and White was given samples of the testing sera by Dr. Diamond.

It is, therefore, believed desirable that we should conduct the indicated research in this field to explore the possibility of increasing the value of blood work. Although it is not possible at this time to commence the actual work due to the equipment on order not yet received and space adjustments, the necessary initial steps can be started as soon as approval is given.

It is anticipated that this project will be assigned to Mr. B. J. White who will spend as nearly as possible his entire time on this work. Progress reports will be submitted and it is expected that the project will be completed in approximately 60 days.

RECOMMENDATION: It is recommended that the research project be authorized to determine the possibility of subdividing the present blood groups and thereby increasing the value of blood examinations.

APPROVED BY EXEC CONF 2/11/46
Present: Messrs. Tolson, Glavin, Tracy, Nichols, Ladd, Mumford, Rosen & Harbo.

DJP:FLM

RECORDED & INDEXED

66-2534-4478

FEDERAL BUREAU OF INVESTIGATION
FEB 26 1946
U. S. DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN 62-

THE DIRECTOR 2/26/46

THE EXECUTIVES' CONFERENCE

FBI NATIONAL ACADEMY MAP

The Executives' Conference on February 15, 1946, those present being Messrs. Tolson, Tracy, Hendon, Glavin, Harbo, Mumford and Clegg, considered the fact that in the FBI Annex (Armory) there was located a rather large mounted map of the United States on which are pins which record the location of police agencies which have had representatives in attendance at the FBI National Academy. This was kept up to date by the Training and Inspection Division so long as they occupied quarters at the Armory. A question has arisen as to whether it is desired for the purposes of tours in the Department of Justice Building or elsewhere that such map be continued and it was with unanimous opinion of all members present that the use of this map for the present be discontinued entirely.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

#323013

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HEREIN IS UNCLASSIFIED
DATE 8/26/92 BY [illegible]

RECORDED & INDEXED 66-2554-4479

EX-60

cc - Mr. Hendon
Mr. Clegg

HHC:PJ

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

28 1946

WRC:AB

THE DIRECTOR

THE EXECUTIVE CONFERENCE

FEBRUARY 26, 1946

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/26/92 BY Sgscfbce

On February 25, 1946, the Executive Conference, consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Nichols, Harbo, Hendon, Tracy and Glavin, considered the inventory verifications handled by the Administrative Division.

Glavin pointed out to the Conference that at the present time the Bureau receives complete inventories from all personnel as well as office inventories annually and these inventories are checked against the inventory records at the Seat of Government so that any discrepancies can be corrected.

Glavin pointed out further to the Conference that the particular section which handles inventories and supplies has been reduced from 23 to 11 people in the last several months; that under ordinary circumstances it takes about four months to check all the inventories and that this year a considerable longer period of time will necessarily be involved in checking these inventories.

It was recommended by Glavin that the annual inventory be discontinued and inventories once each two years be submitted to the Bureau. Glavin further suggested that in the event the annual submission of inventories was discontinued and a bi-annual submission was approved, the Bureau might want to furnish to the various Inspectors in the field the up-to-date inventories of the offices inspected by them. It was pointed out to the Conference that the Inspector has the inventory checked during the inspection of the office and in this way any discrepancies could be found and corrected while the inspector was on the ground without any delay to him.

EX-56

RECORDED & INDEXED

166-2554-4480

The Conference recommended that an up-to-date photostatic copy be forwarded to the inspector when he begins an inspection and in this way any discrepancies will be held to an absolute minimum. Should the Director approve this recommendation, appropriate advice concerning the submission of inventories will be forwarded to the field.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 28 1946

CC: Mr. Clegg
Mr. Hendon

2/22/46

THE DIRECTOR

THE JOINT COMMITTEE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/26/92 BY

SUGGESTION 9-J
EMPLOYEE: H. H. CLEGG
ASSISTANT DIRECTOR

MEMBERS PRESENT: Messrs. H. H. Clegg, R. C. Hendon, E. E. Conroy, E. Scheidt

EMPLOYEE SUGGESTS: The elimination of summary reports.

ADVANTAGES:
1. Saves Agents' time in preparation.
2. Saves stenographic and clerical time in preparation and filing.
3. It is a service to United States Attorneys we could dispense with which is not absolutely necessary as it is a trial brief of facts which they themselves should prepare.

DISADVANTAGES:
1. It is a reporting function which the Bureau should perform.
2. It provides an automatic self-supervision of the case by the Agent to whom the case is assigned since the summary report will show up any missing or weak links of evidence.
3. It enables field and Seat of Government supervisors to do a better job of supervision.
4. It is inviting to the United States Attorneys to at least read the summary report thus increasing their proficiencies in the trial of individual cases and the possibilities of increased prosecutions and convictions and therefore is an aid in the administration of justice.

RECOMMENDATION: 1. Unanimously recommended that summary reports be retained.

RECORDED 166-2554-4481
INDEXED F B I
7 FEB 28 1946

HCH:pj

EX-53

EXECUTIVES' CONFERENCE CONSIDERATION: On February 25, 1946 with Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Rosen and Clegg being present it was unanimously recommended that summary reports be retained.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

HHC:pj

70 FEB 28 1946

THE DIRECTOR 2/26/46

THE EXECUTIVES' CONFERENCE

NATIONAL ACADEMY CLASS/"BOOKS OF INTEREST TO POLICE OFFICERS"

The Executives' Conference on February 19, 1946, those present being Messrs. Tolson, Glavin, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg considered the suggestion of Mr. M. A. Jones that a lecture of 30 minutes be given before the FBI National Academy on the subject of "Books of Interest to Police Officers."

The Conference felt that there should be no encouragement to the students of the Academy to purchase books when surplus funds are available since there is a greater need in the way of improved salaries, retirement and regular police equipment. It was believed that this purpose could best be served by distributing to the class bibliographies in law enforcement which are available.

Because of the increased request for use of the Bureau's library by members of the Academy in preparing their speeches and instruction subjects the conference believed it would be wise for a representative of the Crime Records Section such as Special Agent Suttler to discuss the facilities of the Bureau's library and how to make use of it in order to save the time of the supervisor of the library when individual officers call for assistance. This will have the effect of permitting those officers who desire to see the Bureau's library and to make use of it without encouraging them or their departments to buy any specific books upon their return to their own departments.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

166-2554-4482
F JB II
7 FEB 28 1946

RECORDED & INDEXED

EX-53

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

FEB 28 1946

#323013

ALL INFORMATION CONTAINED
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DATE 8/26/92 BY [illegible]

THE DIRECTOR

February 22, 1946

THE JOINT COMMITTEE

SUGGESTION #9-M
EMPLOYEE: F. T. McINTYRE
SUPERVISOR, TRAINING & INSPECTION DIVISION

MEMBERS PRESENT: Messrs. H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That a check be made into the kind, number and necessity of intra-office memoranda and questionnaires required of Special Agents by the SACs, tabulating information about the different types of cases, delinquency and the like, which forms are not required by Bureau regulations.

The Committee did not have at hand information indicating what types of such material might presently be required in the various offices but feels that at the next two In-Service Training Classes a forum should be held by the Training Division to inquire into this question and the result will then be considered by the Committee at a subsequent meeting.

RECOMMENDATION: The Committee unanimously agreed that a forum should be held at the forthcoming two In-Service Schools for this purpose.

HCH:pj

EXECUTIVES' CONFERENCE CONSIDERATION: On February 25, 1946 with Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Rosen and Clegg being present the Executives' Conference unanimously concurred with the recommendation of the Joint Committee as set forth immediately above that a forum be held in two In-Service Schools to elicit information which could be specifically considered in the future.

166-2554-4483

Yes do so by all means. We must cut down all unnecessary paper work. JE

Respectfully,
For the Conference,

FEB 28 1946

EX-55

Clyde Tolson

RECORDED & INDEXED

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

HCH:pj

FEB 28 1946

#323013

THE DIRECTOR 2/22/46

THE JOINT COMMITTEE

SUGGESTION 9-I
EMPLOYEE: E. R. DONALDSON
SUPERVISOR, TRAINING & INSPECTION DIVISION

MEMBERS PRESENT: Messrs. H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That clerical employees be trained in each office to care for flashlights, check batteries, cameras and keep in working order other technical equipment of the less complicated type, this training to be given in the field office by competent personnel.

ADVANTAGES:
1. It would save Agents' time now devoted to such similar duties.
2. Clerical employees are fully capable of handling such work.
3. The equipment would probably receive better care because when Agents are assigned there is generally a rotation and when a clerical employee is assigned normally it would be a permanent assignment with a definite responsibility.
4. This is a housekeeping type of function.

DISADVANTAGES: None

RECOMMENDATION: Unanimously approved. 166-2554-4484

RCH:pj

EXECUTIVES' CONFERENCE CONSIDERATION: On February 25, 1946 with Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Rosen and Clegg being present this suggestion was unanimously approved.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Rennington
Miss Tamm
Mr. Case
Mr. Levy

cc - Mr. Hendon
Mr. Clegg

NHC:pj

FEB 1 1946

THE DIRECTOR

2/25/46

The Executive Conference

DESERTERS - ESCAPED MILITARY PRISONERS

In order to insure that the Bureau will receive Deserter-Escaped Military Prisoner cases in sufficient time to afford an immediate investigation and thereby more adequately handle this type of violation, the attached Bureau Bulletin was unanimously approved by the Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Clegg, Ladd and Rosen in attendance.

In Bureau Bulletin #63, Series 1945, Sub-Section L, the Field was authorized to accept cases for immediate investigation involving escapees from U.S. Disciplinary Barracks. In Bureau Bulletin #4, Series 1945, Sub-Section B the authority to accept these cases was extended to escapees from rehabilitation centers.

In Sub-Section F of Bureau Bulletin #63, Series 1945 the Field was authorized to accept for immediate investigation cases involving escaped Naval prisoners from Naval Prisons and that section of the Bulletin set forth a complete list of all Naval Prisons as furnished by the Navy Department.

The Bureau is now in receipt of a complete list of disciplinary barracks and rehabilitation centers received from the War Department and it is believed desirable to supply this list by means of a Bureau Bulletin to the Field for the assistance of the Agents working on these cases.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. A. Tamm

Attachment
cc - Mr. Hendon
Mr. Clegg

66-2554-4485

FEB 28 1946

189

#323013

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Mr. Ganey

FEB 28 1945

THE DIRECTOR 2/22/46

THE JOINT COMMITTEE

a

SUGGESTION #9-O
EMPLOYEE: ASSISTANT DIRECTOR H. H. CLEGG

MEMBERS PRESENT: Messrs. H. H. Clegg, E. E. Conroy, R. C. Hendon, E. Scheidt

EMPLOYEE SUGGESTS: That shorthand and typing classes at the Bureau be eliminated and stenographers recruited as needed or typists encouraged to go to business school on their own time to qualify for stenographic positions.

ADVANTAGES:
1. A saving of supervisory time at the Seat of Government in scheduling and handling the classes.
2. A saving of stenographer's time which is devoted to actual instruction of work.
3. A saving of clerical time on the part of those who attend the classes partially on Bureau time.
4. It is felt that a Bureau typist should be willing and anxious to obtain a higher stenographic position through attending outside schools for this purpose.
5. The labor market should gradually show improvement so that the types of qualified employees needed will be more available.

DISADVANTAGES:
1. These classes were morale builders for the clerical employees who look forward to promotion with Bureau's assistance.
2. They have helped fill definite need for additional stenographers when it was almost impossible to hire them from the outside.

RECOMMENDATIONS:
1. That after the present classes have been completed no further classes either for typing or shorthand be organized.
2. That this rule apply not only to the Bureau but to the field.

RCH:PJ

15 INDEXED 66-2554-4486

EXECUTIVES' CONFERENCE CONSIDERATION: On February 25, 1946 with Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Rosen and Clegg being present it was unanimously agreed that all Division Chiefs at the Seat of Government and all Personnel Counselors should be informed that they should make no promises for future shorthand or typing classes so as not to commit the Bureau to any extention of the present program and that this matter should be considered again about the time of the conclusion of the present classes in shorthand so that it can be determined at that time if it is to the

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Parson
Harbo
Hendon
Gurnord
Clarke
Tamm

FEB 1 1946

323,013
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DATE 9/26/92 BY

Memo for the Director
Re: Suggestion #9-0

Bureau's advantage to discontinue these specialized courses of training.

If the Executives' Conference recommendation is approved a notice will be sent to Bureau officials concerned to this effect.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

cc - Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. Ladd
Mr. Clegg
Mr. Glavin
Mr. Leach
Mr. Nichols
Mr. Boardman
Mr. Mohr
Mr. Quinn Tamm
Mr. Tracy
Mr. Carson
Mr. Coffey
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Egan
Miss Gandy

HHC:pj

THE DIRECTOR 2/21/46

THE EXECUTIVES' CONFERENCE

SPANISH LANGUAGE PHRASE BOOK

The Executives' Conference on February 15, 1946, those present being Messrs. Tolson, Glavin, Hendon, Tracy, Harbo, Mumford, and Clegg, considered the suggestion of Special Agent J. Richard Butts that the Bureau prepare and issue a Spanish language phrase book or else inaugurate Spanish language classes for the benefit of Special Agents who are assigned to territory adjacent to the Mexican border.

The Executives' Conference felt that the small number of Agents who could profitably make use of this type of training or booklet would not justify its preparation; further, that since Agents are now operating on a forty hour week that those who are interested could take some local course in Spanish for the purpose of improving their ability in the individual localities and the Conference therefore unanimously recommended unfavorably.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

RECORDED
EX - 67

66-2554-4487

FEDERAL BUREAU OF INVESTIGATION
FEB 28 1946
U. S. DEPARTMENT OF JUSTICE

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Mr. Candy

cc - Mr. Hendon
Mr. Clegg

HHC:RJ

#323013

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DATE 8/26/92 BY Sgrcylce

ORIGINAL FILED IN 64-5912-118

OCTOBER 1 1945

THE DIRECTOR

February 19,

THE EXECUTIVES' CONFERENCE

PISTOL CLUB

The Executives' Conference on February 19, 1946, those present being Messrs. Tolson, Hendon, Glavin, Harbo, Nichols, Ladd, Mumford, Rosen and Clegg, considered the problem of instructors for the Pistol Club sponsored by the FBI Recreation Association. At the Washington Field Office at present there are three Special Agents who are qualified as experts and the Executives' Conference was definitely of the opinion that only those of the qualification of experts should be permitted to teach the members of this Pistol Club made up of clerical employees. The three experts at the Washington Field Office are Special Agents M. J. Lynch, C. F. Beall and Frank Holmes. It was recommended that four evenings per week, Monday through Thursday inclusive, the Pistol Club should be given an opportunity to engage in firearms practice on a regular scheduled basis. One group would fire on the indoor range at the Armory and another at the indoor range at the Justice Building. The practice and training periods would be from 5:30 to 6:30 P.M. on each of these four days. Instruction and practice could be given to eight members of the Pistol Club at each building during each one hour period. 106 members of the Club have requested such training.

The program would require an assembly of all the members of the Club for four one hour periods at which time instructions would be given the employees in matters of safety, mechanics and care and use of the weapon. Subsequently eight members of the group will report each afternoon in rotation at each of the indoor ranges and an expert firearms instructor will be on duty at each range.

The Conference recommended that two of the experts be regularly assigned by the Washington Field Office to handle these periods from 5:30 to 6:30 Monday through Thursday and that the remaining one of the three experts of the field office be considered an alternate. After 30 days the alternate would become one of the two instructors for another month and there would be a constant rotation of these assignments.

In case of emergencies which prevented one or more experts attending, Mr. Glavin and Mr. Rogers, both qualified as experts, have volunteered to serve as further alternates in this program. It is believed that the two regular participants in giving the instruction should be given an equivalent amount of compensatory leave on the same day that they teach these classes. If this is approved there is a letter attached to the WRC accordingly.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Mumford
Mr. Tamm
Miss Gandy

cc - Hendon
Clegg

HHC:PJ

FEB 1 1946

RECORDED & INDEXED

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26/92 BY Sgt/bc

62-25374-4488

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AHW

THE DIRECTOR 2/25/46

The Executive Conference

PROPOSED BULLETIN CONCERNING INVESTIGATIVE SUGGESTIONS
RE: SELECTIVE SERVICE DELINQUENTS

In view of the fact that the present Selective Service Act expires May 15, 1946, and may not be renewed efforts are being made at this time to expedite the completion of investigations involving Selective Service delinquents.

It was felt that every effort should be made at this time to present as favorable a Bureau picture as is possible at the expiration date of this Act and in order to accomplish this end every effort must be made to accelerate and adequately handle our program. Certain errors most frequently occurring have been observed through a review of investigative reports and it is suggested that the proposed bulletin, which is attached, be forwarded to the field in order to assist the field in its investigative program.

This Bureau Bulletin was approved by the Executive Conference with Lessers, Tolson, Glavin, Tracy, Harbo, Hendon, Clegg, Ladd and Nichols in attendance.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. A. Tamm

Attachment
cc - Mr. Hendon
Mr. Clegg

EX - 11

RECORDED & INDEXED 66-2554-4489
F B I

30 FEB 28 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Harbo
Mr. Hendon
Mr. Pennington
Miss Tamm
Miss Gandy

1 1945

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/26/92 BY SP5 [illegible]

THE DIRECTOR 2/26/46

THE EXECUTIVES' CONFERENCE

ELIGIBILITY OF ALCOHOL BEVERAGE CONTROL OFFICERS TO ATTEND FBI NATIONAL ACADEMY

The Executives' Conference on February 19, 1946, those present being Messrs. Tolson, Glavin, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg, considered the application of the Alcohol Beverage Control Board of Edgecombe County, North Carolina for an officer of that board to attend a session of the FBI National Academy. Inquiries have been made by Assistant U. S. Attorney Leggett and Federal District Judge Gilliam of the Eastern District of North Carolina as to whether Mr. Otley Leary, Chief Investigator of this board, would be eligible to attend and they point out that the officers of the board take the same oath prescribed by law for peace officers and have the same powers and authority within their respective counties as other peace officers according to the North Carolina General Statutes.

The Executives' Conference felt that it would be undesirable to accept a representative of this specialized group in a session of the Academy; that in spite of statutory authority being broad as stated, their duties are obviously limited and it is important that the Bureau concentrate its training program in the FBI National Academy on those officers with broader and regular police jurisdiction and activity.

If this is approved there is attached hereto a letter to the Charlotte Office accordingly.

Respectfully,
For the Conference,

Clyde Tolson

E.A. Tamm

I most certainly agree. We must keep N.A. restricted to representatives of real & broad law enforcement groups.

Attachment

RECORDED & INDEXED 189

66-2554-4490

30 FEB

cc - Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC:pj

FEB 1 1945

CONFIDENTIAL

THE DIRECTOR

cc - Mr. Tamm
Mr. Ladd

February 15, 1946

D. M. LADD

PROPOSED [redacted] b2 b7E

[redacted] has requested Bureau authority to [redacted] b2 b7E

According to SAC [redacted] a preliminary inquiry has been made to determine [redacted] b2 b7E

ADVANTAGES OF [redacted] b2 b7E

The SAC of [redacted] set forth certain advantages which he listed as reasons for the proposed [redacted] They are:

1.

2.

3.

4.

5.

b2 b7E

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

2-19-46 - approved by Executives Conference consisting of Messrs. Tolson, Glavin, Harbo Hendon, Nichols, Rosen, Clegg, Mumford and Ladd

JKM

JDD:mn
JDD

CONFIDENTIAL

6.

7.

8.

9.

10.

11.

12.

13.

14.

b2
b7E

CONFIDENTIAL

b2
b7E

DISADVANTAGES OF THE PROPOSED [redacted]

The [redacted] has set forth certain disadvantages which are enumerated as follows:

"1. [redacted]

2. [redacted]

3. [redacted]

4. [redacted]

CONCLUSION OF [redacted]

b2
b7E

Based upon the aforementioned survey, SAC [redacted] advised that it was his recommendation that serious consideration be given by the Bureau to his suggestions because in his opinion [redacted] is desirable. The same problems presently encountered would come up [redacted] to which the SAC all of the obstacles would be overcome by [redacted] and according to

BUREAU POLICY REGARDING [redacted]

b2
b7E

[redacted]

CONFIDENTIAL

to the authorization given

With reference b2 b7E

Special Agent James L. Kirkland, in the course of field inspections in those matters, has stated that it is the conclusion of the Special Agents in Charge economical standpoint. The factors previously enumerated by Mr. Kirkland, which and must be present before such operation could be successful, are set forth as follows:

1. b2 b7E

2. A much better control over personnel assignments could be maintained and also a greater flexibility of assignment would be possible.

3. This type of operation would be highly economical.

4. The could also be accomplished with much more ease and b2 b7E

5. Any modification of the present rule should apply only to those

6. Due to the limitation of assignment periods to eight hours on the basis of the 40-hour week, a hazard is presented to b2 b7E

RECOMMENDATION

~~CONFIDENTIAL~~

There is attached for your approval a letter granting authorization to [redacted] to establish a [redacted] occupied by the [redacted] based upon the recommendation [redacted] that such [redacted] b2 b7E

Attachment.

~~CONFIDENTIAL~~

THE DIRECTOR

February 5, 19[illegible]

CONFERENCE

#323012

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26/92 BY 5/52/[illegible]

SUBJECT: [illegible]

SUBJECT: [illegible] J. D. [illegible]
[illegible] FIELD DIVISION

[illegible]: D. E. Clegg, D. D. Carey, T. C. [illegible], [illegible]

[illegible]: The collection of [illegible] maintained by each field office in [illegible] (this is a special index in the [illegible] system of the office, in which are listed the [illegible] and locations of all banks under Federal jurisdiction, located within the field division, so that in consideration of this [illegible] could personally collect the [illegible] of any prospective [illegible] either in our or in Federal jurisdiction.)

[illegible]:

1. [illegible] type of credit [illegible] would be obtained, [illegible] a [illegible] [illegible] and [illegible].
2. This index served a valuable purpose at the beginning when banks were [illegible] in and [illegible] the FBI, but now, since practically all banking institutions have been brought within the Federal jurisdiction, the maintenance of the list is not particularly important, and as [illegible] would not only upset the list being up to date upon the receipt of a complaint at any [illegible] office.
3. The information is easily and immediately available from other sources.

[illegible]:

None.

Mr. [illegible] and Mr. [illegible] were both of the opinion it was a [illegible] idea to maintain this list, as there was just a few banks not under Federal jurisdiction, and there were other means of ascertaining whether a particular bank was under Federal jurisdiction.

[illegible]: Unanimously the Conference [illegible] the special index system be [illegible] be abolished.

RECORDED & INDEXED

166-2554-4492

11-XII

[illegible]: With Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Clegg, Ladd, Humford and Rosen present, the Conference unanimously approved the recommendation of the Special Committee that the special indices maintained in field offices listing the banks under Federal jurisdiction be abolished since it no longer serves a purpose. It was further recommended that these lists no longer be indexed in the Records Section at the Seat of Government.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Beasley
Miss Gandy

RCH:DW

THE DIRECTOR

THE EXECUTIVE CONFERENCE

February 26, 1946

#323013

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26/92 BY

On February 20, 1946, the Conference composed of Messrs. Tolson, Glavin, Tracy, Hendon, Clegg, Ladd, Rumford, McCabe, and Harbo considered the question of whether information should be furnished to law enforcement agencies when the document examination results in a "no conclusion" on the part of the examiner.

The problem involved is limited to instances wherein a questioned specimen submitted by the contributor is, on our initiative, compared with handwriting specimens appearing on fingerprint cards. In such cases we notify the local law enforcement agency of identifications, regardless of whether a criminal print, applicant print, or personal identification print has been used for comparison with the questioned specimen of handwriting. However, in "no conclusion" cases, the Laboratory notifies the contributor of a "no conclusion" in previously approved phraseology, only if a criminal fingerprint card is involved. Since "no conclusion" cases represent situations wherein the examiner feels rather definitely that the person represented by the fingerprint card may have written the questioned specimen but he does not have a sufficiently strong case to make a positive identification, our present policy results in our withholding information which may be of substantial help to the local law enforcement agency. Such cases arise most frequently in fraudulent check examinations.

The Conference unanimously approved the suggestion that the Laboratory be authorized to furnish "no conclusion" reports in cases where applicant fingerprint cards have been used as the known specimen, using the phraseology previously approved for use in connection with similar cases involving criminal fingerprint cards. The Conference felt that with reference to "no conclusion" findings in cases involving personal identification cards, the rule should be against furnishing such information to local law enforcement agencies but that each individual case should be considered on its own merits, with all doubt to be resolved in favor of not reporting the "no conclusion" to the outside law enforcement agency.

In all Bureau cases all "no conclusion" reports are furnished to the field offices irrespective of whether criminal, applicant, or personal identification fingerprint cards are involved.

Respectfully,
& for the Conference

Clyde Tolson

E. A. Tamm

RECORDED & INDEXED
EX-11

62-25574-4493

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Wessel
Miss Gandy

Clegg
Hendon

ETH:AF

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

2/27/46

IN-SERVICE CLERICAL SCHOOL

The Executives' Conference, Messrs. Tolson, Glavin, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg being present, considered the present In-Service Clerical School which is today in operation for the second time. It meets each Wednesday and classroom sessions, including lectures, tours and demonstrations are from 9 AM to 5:30 PM. A representative of each division appears before the class and each of the lectures for the first class held last week was audited. The reports generally were from "good" to "excellent" as far as the performances were concerned. The material seemed to be carefully prepared in practically every instance. The morning sessions were received with apparent enthusiasm and after luncheon there was a tour of approximately one hour and thirty minutes and when the class returned to the classroom there were evidences of physical fatigue and there have been indications that the employees did not particularly enjoy the tour due to the element of fatigue and to the fact that they had seen the same or similar things during the tour conducted a year previously and after the tour it was noticed that the fatigue caused by the tour and the subsequent continuous sitting at their seats for the rest of the day with occasional recesses developed a lessening interest so that there was not being obtained the desired results at least by the middle of the afternoon and for the remainder of the day. A proposal was made that the course be shortened to run for 5 hours, 15 minutes with each division being represented for 30 minutes instead of for approximately one hour and with a tour confined to the Laboratory.

It has been developed by questioning individual employees that they have been impressed with different features of the course but would prefer to take a trip to Quantico and have any lecture work given there where they could have luncheon and go to the range and other barracks classroom activities.

After considering the reaction of the students it did not appear that they were particularly critical of the course except to disclose that there was a lack of enthusiasm for it due primarily to the fact that they had to sit in the classroom for 8 hours except for the tour and occasional recesses. This grew monotonous.

RECOMMENDATION: The Executives' Conference unanimously recommended that these classes be discontinued entirely. This was believed more desirable than to have them in session part of the day after which they would return to their work.

Respectfully,
FOR THE CONFERENCE

C. Tolson

E. A. Tamm

RECORDED & INDEXED
66-2551-4444
189 MAR 1 1946

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

CC - Mr. Hendon
Mr. Clegg

#32301B

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/26/92 BY

hhc;hd

TO : DIRECTOR

FROM : SAC, NEW ORLEANS

February 25, 1946

SUBJECT : [illegible]

[illegible]

[illegible]

[

be rescinded, and that the Bureau instructions to this effect, set forth in SAC Letter [illegible], dated October 16, 1945, be cancelled.

This matter had been previously submitted to other SACs than those present, including Mr. Brantley, Ford and Brantley and Hoover were both general, feeling that the expense which might be involved would be too expensive for any [illegible] of this Conference unanimously agreed with the majority of the men in the field, who had expressed an opinion, that this action should be changed as no longer [illegible], time [illegible] be dated and that [illegible] after 10 years.

[illegible]

With Messrs. Tolson, Glavin, Tracy, Mumford and Rosen present, the Conference unanimously approved the Hendon, Harbo, Nichols, Clegg, Ladd, recommendation of the Special Committee that previous instructions upon the dating of index cards in National Motor Vehicle Theft Act cases be rescinded and that the entire project of dating index cards for the purpose of eliminating them ten years thereafter be discontinued. It was felt that when a real problem arose requiring the pulling of index cards, this could more efficiently and cheaply be accomplished by first checking the files and from them pulling the appropriate index cards. The Conference pointed out that this could be done at any time and there was no need to date the index cards to accomplish such a purge. If the Director approves the recommendation, appropriate instructions will be issued to the field.

RCH:DW

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

THE DIRECTOR

February 12, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of February 8, 1946, consisting of Messrs. Tolson, Clegg, Ladd, Harbo, McGuire, McCabe (for Mr. Rosen) and Glavin was advised by Glavin that at the present time the Movement Clerks of the Chief Clerk's Office receive a great amount of personal mail of employees and former employees daily; that approximately 100 letters for out-of-service employees are received daily; and that all told approximately 300 letters are received daily which must be forwarded to employees in the Service and employees out of the Service.

Glavin pointed out to the Conference that due to the curtailment of the staff in the Chief Clerk's Office, the forwarding of this mail is going to become more and more burdensome. He recommended that at the present time in those instances where out-of-service mail is received, it merely be stamped that the individual is no longer in the employ of the Bureau and it be returned to the sender. At the present time it is necessary to call the file on every out-of-service employee for whom mail is received to determine the proper forwarding address. He recommended that in-service mail be forwarded to the employee.

For the Director's information, in many instances when inquiries are received by the Bureau concerning addresses of its employees, the response is made that a communication addressed to the Bureau in Washington will be promptly forwarded to them. It is believed that this procedure should be continued for the present.

Should the Director approve the discontinuance of forwarding out-of-service mail to former employees, the clerks in the Movement Section of the Chief Clerk's Office will be appropriately advised.

RECORDED 66-2554-4497

FEDERAL BUREAU OF INVESTIGATION
FEB 28 1946
U. S. DEPARTMENT OF JUSTICE

Respectfully submitted,
FOR THE CONFERENCE

INITIALS ON ORIGINAL

Clyde Tolson E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

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#323013

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ORIGINAL COPY FILED IN

THE DIRECTOR

February 26, 1946

THE JOINT COMMITTEE

SUGGESTION #97
EMPLOYEE: MR. H. H. CLEGG

#323013
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/26/92 BY

MEMBERS PRESENT: H. H. Clegg, K. E. Conroy, R. C. Hendon, E. Scheidt

BRIEFLY SUGGESTED: That specific instructions be issued to the field that Special Agents are not to be required to show on the Number 3 register cards their activities while in the field office. The present Manual requirement calls for the following information: Time of departure, destination, time expected to return and time of actual return, and telephone calls to the office while absent. It has developed as a common practice in field offices for the Special Agent in Charge to augment these Bureau requirements that Agents also show a full account of their time in the field office. This suggestion would limit these additional requirements beyond those mentioned in the Bureau's manual.

ADVANTAGES:

1. While in the field office, the Agent is subject to the personal supervision of the SAC, ASAC, and supervisor.
2. The primary purpose of Number 3 registers is to enable the location of an Agent while he is absent from the office and to advise those who might call for him as to when he might be expected back.
3. In the event it should become desirable in a field office for either the SAC or the Bureau to require a spotcheck as to the activities of Agents and their utilization of time, the Bureau could instruct, or the Agent in Charge could, on his own initiative, order the listing of all activities for periods not exceeding two weeks on infrequent occasions.

DISADVANTAGES:

1. Material set forth on Number 3 cards is of tremendous value in personnel investigations. Experience has shown that in at least one case of paramount importance to the Bureau, the detailed activities of an Agent in the field office are of very material value and possibly evidence in a trial involving bribery of a Bureau employee. In the larger offices having considerable personnel, the Agent in Charge, Assistant Agent in Charge and Supervisors have an opportunity to review the activities of the Agents in their entirety, this being analogous to the daily reports.

INDEXED RECORDED 66-2554-4498

RECOMMENDATION: Messrs. Clegg, Scheidt and Hendon are in favor of the suggestion stated. Mr. Conroy is opposed because of the disadvantages stated. The majority are in favor of adhering strictly to the Manual requirements with permission for conduct surveys of two weeks duration on infrequent or special occasions. Accounting for the full time of all Agents of the office would be permitted.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EXECUTIVES' CONFERENCE ACTION: *The Executive Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Clegg, Ladd, Humford, Rosen and Nichols present, unanimously recommends the adoption*

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of the suggestion that specific instructions be issued to the field that Special Agents are not required to show on the #3 Register cards their activities while in the field offices. The Conference believes that such information served no useful purpose, was unnecessarily irksome and burdensome to the Agents and accomplished no purpose.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

RCH:DV

February 28, 1946

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Clegg, Ladd, Glavin, Rosen, Hendon, Harbo and Tracy on February 27, 1946, considered a suggestion of Agent Supervisor G. J. Engert that the age at which fingerprint cards are taken out of the files be reduced from sixty to fifty-five. A check of the criminal prints received in the Identification Division indicates the age breakdown will permit removal of prints at age fifty-five for file in the so-called "obsolete" file.

The primary advantage in lowering the age group is to reduce the actual number of fingerprint cards in the criminal file which will permit more efficient searching.

For the Director's information, in the event a fingerprint card is received on a person of age sixty, at the present time it is searched in the "obsolete" file first and inasmuch as approximately seventy percent identifications are made, only one search is necessary and there would be a limited number of double searches.

At the present time, in the event a search of the criminal file or the "obsolete" file fails to show a record if the age limit is within ten years either way of age sixty, a search is automatically made in both files.

A Committee of the Executive Conference was assigned to study the matter and they agree with the suggestion. The suggestion is to apply to both the criminal and noncriminal files. In view of the fact a file check is presently under way, the size of both files can be reduced more efficiently at this time.

If you approve, there is attached a letter to Mr. Engert thanking him for his suggestion.

RECORDED & INDEXED 66-2535-4499

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachment
cc - Mr. Clegg
Mr. Hendon

SJTobp

MAR 1 1946

THE DIRECTOR

2/23/46

EXECUTIVES' CONFERENCE

REQUESTS FOR PHOTO MURALS BY MEMBERS OF NATIONAL ACADEMY

The Executives' Conference on February 27, 1946, those present being Messrs. Tolson, Tracy, Hendon, Harbo, Nichols, Ladd, Mumford, Glavin, Rosen and Clegg, considered the request of several members of the present session of the FBI National Academy that they be furnished with copies of the photo murals and charts in the traffic exhibit room.

There are scores of these charts and it was believed to be entirely too expensive to prepare copies of these charts for all that might wish them. It was felt, however, that a representative of the Crime Records Section should confer with Mr. Kunz to select about three of the best and most useful charts and place appropriate descriptive information on them so that they might be made available to the members of the National Academy who desire them.

This was unanimously approved.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

HHC:BR

RECORDED & INDEXED

166-2554-4500

30 MAR 1 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Walter
Miss Gandy